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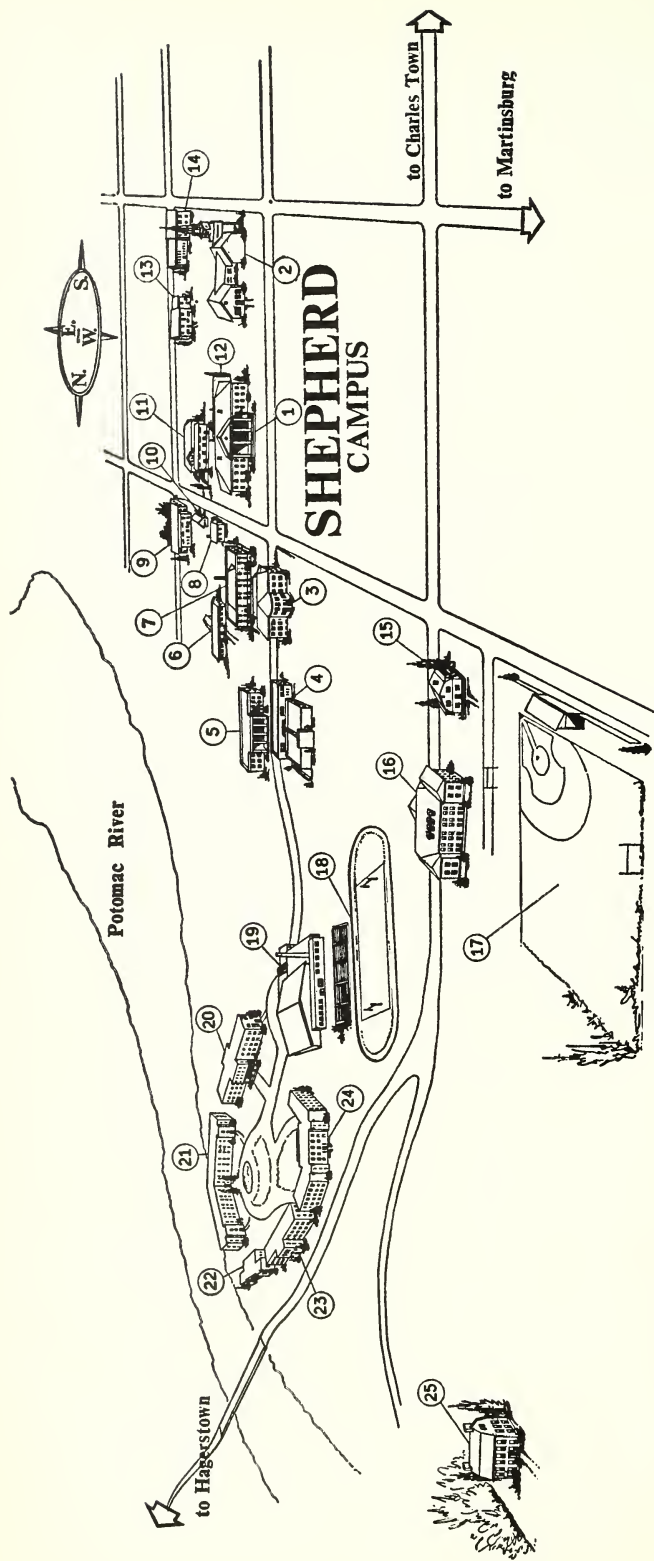
Shepherd College Bulletin



Catalog
Issue



1970-71



1. Knutti Hall—Administration
2. McMurrin Hall—Reynolds Hall
3. Social Science Building
4. Shepherd College Center
5. Shepherd College Library
6. Home Economics Hall
7. Snyder Science Hall
8. Nursery School

9. Faculty Residence
10. Delta Sigma Pi House
11. White Hall—Business
12. Tennis Courts
13. Home Management House
14. Rumsey Hall Apartments
15. Faculty Residence
16. Miller Hall

17. Fairfax Field—Baseball
18. Football Stadium
19. Health & Phys. Education Bldg.
20. Mabel Henshaw Gardiner Residence Hall
21. Ella May Turner Residence Hall
22. College Dining Hall
23. Alva D. Kenamond Residence Hall
24. Alexander Boteler Residence Hall

SHEPHERD COLLEGE

SHEPHERDSTOWN, WEST VIRGINIA

Founded 1871

A STATE COLLEGE



Accredited by the

North Central Association of Colleges and Secondary Schools
National Council for Accreditation of Teacher Education
National Commission on Accrediting

Member

American Association of Colleges for Teacher Education
American Association of University Women
American Public Relations Association
Association of American Colleges
American Council on Education

SHEPHERD COLLEGE BULLETIN, 1970-71

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PERSONNEL TO WHOM INQUIRIES MAY BE DIRECTED

Address: Shepherd College, Shepherdstown, West Virginia 25443

Telephone: (304) 876-2511. (The college will not accept collect calls.)

Dr. James A. Butcher, President—General Policy of the College.

Dr. A. G. Slonaker, Academic Dean—Academic work of students, requirements for degrees, summer session information, information about veterans' benefits, placement of non-teaching students.

Dr. Earl Henderson, Administrative Assistant to the President—coordination of Federal programs, public relations.

G. Norris Rath, Registrar and Director of Institutional Research—Transcripts of credits, certificates, copies of the college catalog.

Karl L. Wolf, Director of Admissions—Admission of students.

Giovanno Romano, Director of Financial Aids—Financial aids, student employment.

George Auxt, Dean of Student Affairs—Student personnel policies, counseling, student health services, housing, vehicle regulations, student organizations.

John L. Raschella, Director of Financial and Business Affairs—Business and financial information.

Dr. James M. Moler, Coordinator of Educational Field Services.

Dr. Carroll W. Palmer, Director of Teacher Education—Teacher placement, student teaching assignments.

William Vaughn, Director of Shepherd College Center and Bookstore.

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1970-71 ACADEMIC YEAR CALENDAR

Mon., June 15—Registration for **both** summer sessions 9:00-11:30 a.m. in the Library

Tues., June 16—Classes for first summer session begin

Mon., July 6—Testing and Orientation for new freshmen and transfer students (Group I)

Tues., July 7—Academic Advisement and Pre-registration for new students (Group I)

Wed., July 8—Testing and Orientation for new freshmen and transfer students (Group II)

Thurs., July 9—Academic Advisement and Pre-registration for new students (Group II)

Fri., July 17—First summer session ends

Mon., July 20—Classes for second summer session begin

Sat., July 25—Classes in session to compensate for Aug. 20

Mon., July 27—Testing and orientation for new freshmen and transfer students (Group III)

Tues., July 28—Academic Advisement and Pre-registration for new students (Group III)

Wed., July 29—Testing and orientation for new freshmen and transfer students (Group IV)

Thurs., July 30—Academic Advisement and Pre-registration for new students (Group IV)

Wed., August 19—Second summer session ends

Sat., Aug. 22—Testing and Orientation for non pre-registered freshmen and transfer students

Mon., Aug. 24—Registration for pre-registered freshmen and transfer students 9-11:30 a.m. Academic advisement for non pre-registered freshmen and transfer students 10:30-12. Registration for non pre-registered freshmen and transfer students 1:00-4:00 p.m. Registration for night school 6:00-7:00 p.m.

Tues., Aug. 25—Registration for pre-registered upperclassmen 9:00-11:30 a.m. Academic Advisement for non pre-registered upperclassmen 10:30-12 noon. Registration for non pre-registered upperclassmen 1:00-4:00 p.m.

Wed., Aug. 26—Classes begin

Wed., Sept. 2—Last day to add a class. Last registration for night school 6:00-7:00 p.m.

Mon., Sept. 7—Labor Day Holiday

Fri., Oct. 2—Last day to drop a class with a "W"

Mon., Oct. 12 thru Fri., Oct. 16—Mid term examinations

Wed., Oct. 21—Mid semester grades due at 12 noon **and** Last day to apply for Dec. 1970 Graduation

Fri., Oct. 30—Mid semester grades distributed by advisers

Tues., Nov. 24—Last day to drop a class with "WP" or "WF"

Wed., Nov. 25 thru Sun., Nov. 29—Thanksgiving recess

Wed., Dec. 2 and Thurs., Dec. 3—Pre-registration (obtain course cards by pre-arranged times for all students)

Mon., Dec. 14 thru Fri., Dec. 18—Final Examinations

Sat., Dec. 19—First Semester grades due at 9:00 a.m.

Mon., Dec. 21—First Semester ends

Tues., Jan. 5—Freshmen and Transfer Orientation and Academic Advisement
1:00-4:30 p.m.

Wed., Jan. 6—Registration for all students 9:00 a.m. to 4:00 p.m. by pre-arranged times. Registration for night school 6:00-7:00 p.m.

Thurs., Jan. 7—Classes begin

Wed., Jan. 13—Last day to add a class. Last registration for night school
6:00-7:00 p.m.

Fri., Feb. 19—Last day to apply for May 1971 graduation **and** last day to drop class with "W"

Wed., Feb. 24 thru Tues., Mar. 2—Mid term examinations

Fri., Mar. 5—Mid-semester grades due at 12 noon

Sat., Mar. 6 thru Sun., Mar. 14—Spring Recess

Tues., Mar. 16—Mid-semester grades distributed by advisers

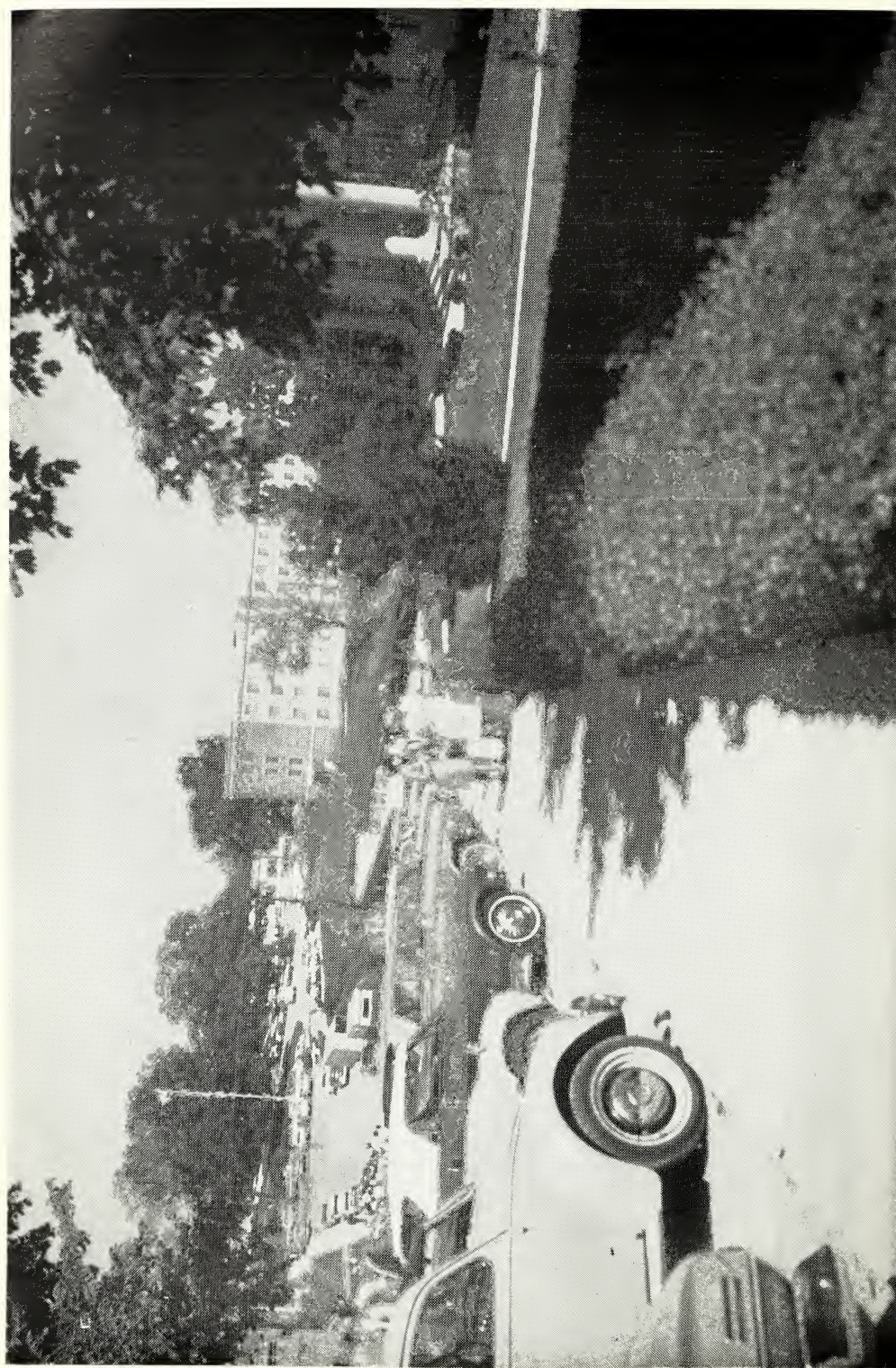
Fri., Apr. 16—Last day to drop a class with "WP" or "WF" **and** last day for seniors on campus to apply for Summer 1971 Graduation.

Wed., Apr. 21 and Thurs., Apr. 22—Pre-registration (obtain course cards by pre-arranged times for all students)

Mon., May 3 thru Fri., May 7—Final Examinations

Mon., May 10—Second Semester grades due at 12 noon

Sat., May 15—Commencement (to be approved by Commencement Committee)



Section I

PERSONNEL

WEST VIRGINIA BOARD OF REGENTS

Charleston, West Virginia 25301

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Box 245
Berkeley Springs, West Virginia 25411

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419 Eleventh Street
Huntington, West Virginia 25701

Dr. Prince B. Woodard, Chancellor

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Mr. John W. Harris, Town Councilman, Shepherdstown, West Virginia 25443

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THE ADMINISTRATION

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Arthur Gordon Slonaker, Ed.D.	Academic Dean
Earl Erie Henderson, Ed.D.	Assistant to the President
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George Auxt, M.A.	Dean of Student Affairs
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Mollie Borwick, M.A.	Dean of Women
G. Norris Rath, M.S.	Registrar and Director of Institutional Research
Karl L. Wolf, B.S.	Director of Admissions
James M. Moler, Ed.D.	Coordinator, Educational Field Services
Giovanno Romano, M.A.	Director of Financial Aids
Floyd W. Miller, M.S.L.S.	Librarian

General Administrative Staff

Library Staff

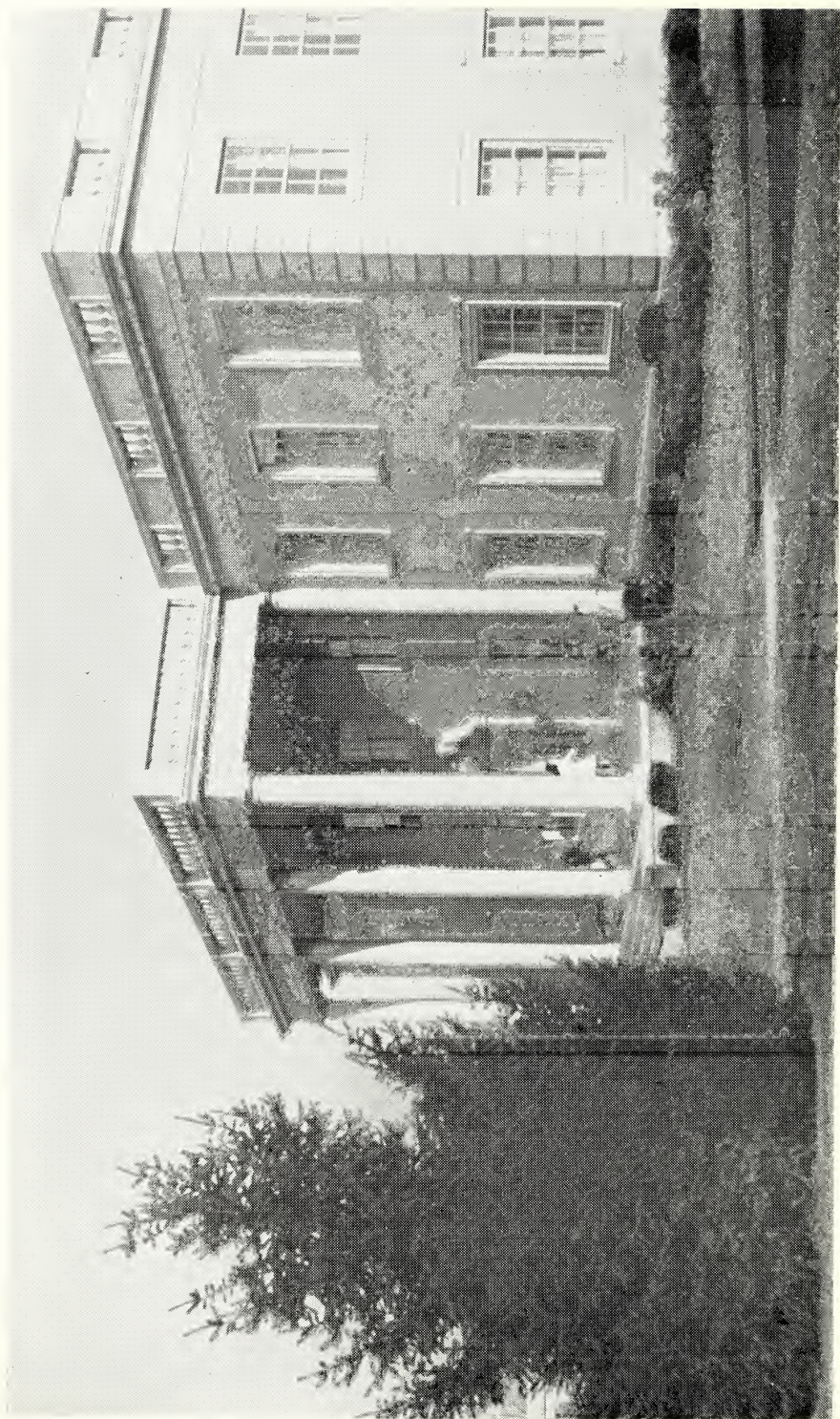
Floyd W. Miller, M.S.L.S.	Librarian
Jean Ann Elliott, M.S.L.S.	Public Services Librarian
Margaret H. Hughes, M.S.L.S.	Chief Cataloger
Barbara A. Maxwell, M.S.L.S.	Assistant Cataloger
Fay J. Henderson, M.A.L.S.	Assistant Cataloger
Delores C. Nicodemus	Secretary to Librarian
Rosemary C. Young	Circulation Desk Attendant
Joy S. Weller	Catalog Clerk

Administrative Managerial Staff

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Agnes H. Tabler, A.B.	Assistant Registrar
W. F. Mackey, B.S.	Director of the Physical Plant and Engineering
William Vaughn, M.Ed.	Director of Shepherd College Center and Bookstore
Jean Ambrose	Assistant Bookstore Manager
Charles Doss, R.S.	Assistant Director of Finance and Business Affairs

Secretarial Staff and Administrative Assistants

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Fletcher, Betty.....	Secretary to the President
Hall, Edith.....	Secretary to the Academic Dean
Hammond, Mary Ann.....	Secretary to the Financial Aids Officer
Hendrix, Jessie.....	Secretary to the Coordinator of Educational Field Services
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(Vacancy).....	Receptionist and Chief Switchboard Operator
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Dianna Renner.....	Secretary to the Dean of Women & Dean of Men



Shepherd College Library

THE FACULTY

JAMES A. BUTCHER, President and Professor of Education. A.B., Glenville State College, 1953; M.A., West Virginia University, 1955; Ed.D., American University, 1966. (1967)

CHARLES R. ATHERTON, Professor of Mathematics. B.S., University of Maine, 1927; M.A., and Ed.D., Teachers College, Columbia University, 1933, 1936. (1954)

GEORGE AUXT, Associate Professor in Student Personnel and Dean of Student Affairs. B.A., Gettysburg College, 1951; M.A., Teachers' College, Columbia University, 1960. (1969)

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CARL F. BELL, Professor of Biology. B.S., Muskingum College, 1955; M.S., Miami University, 1957; Ph.D., Ohio State University, 1961. (1961)

MOLLIE BORWICK, Associate Dean of Students, Dean of Women and Associate Professor in Student Personnel. B.S., State Teachers' College, Bridgewater, Massachusetts, 1943; M.A., Teachers' College, Columbia University, 1960. (1963)

BOB SINCLAIR BROWN, Instructor in Business Administration. B.S., West Virginia University, 1966; M.B.A., West Virginia University, 1968. (1968)

MILLARD KESSLER BUSHONG, Professor of History. A.B., Roanoke College, 1933; M.A., West Virginia University, 1937; Ph.D., West Virginia University, 1941. (1963)

CLIFFORD M. BUTERBAUGH, Assistant Professor of Secretarial Science. B.S., Indiana State University of Pennsylvania, 1932; M.Ed., New York University, Summer, 1935; University of Pittsburgh 1933-36, 1953-56; West Virginia University, 1963-64. (1963)

NAOMI W. BUTLER, Assistant Professor of Library Science. A.B. Shepherd College, 1957; M.S. in L.S. University of North Carolina, 1966. (1969)

OLIVER E. BYERS, Assistant Professor of Health and Physical Education. B.S. Lock Haven State Teacher's College, 1939; M.S. Marshall University, 1969. (1969)

MARGARET E. BYRER, Assistant Professor of English. B.A., 1943, and A.M., 1949, West Virginia University. (1959)

- HOWARD CARPER, JR., **Associate Professor of Physical Science.** A.B., Shepherd College, 1952; M.S., Madison College, 1956; Graduate student, The American University, summers, 1957, 1964, 1965; University of Texas, summer, 1959; West Virginia University, summers, 1962-63. (1957)
- HERBERT E. CLARK, **Instructor in Business Administration.** B.S., University of Maryland, 1949; M.S., West Virginia University, 1969, (1970)
- ROBERT G. COFFEEN, **Assistant Professor of English.** B.A., University of Florida, 1951; M.A., University of North Carolina, 1964; Ph.D., University of North Carolina, 1969. (1969)
- MARGARET HUGHES COLSTON, **Assistant Professor of Business Education.** B.S., Capital University, 1945; M.A., Teachers College, Columbia University, 1951. (1969)
- ETHEL F. CORNWELL, **Associate Professor of English.** A.B., University of Chattanooga, 1947; M.A., Middleburg College, 1949; Ph.D., Tulane University, 1955. (1969)
- K. FARRELL COY, **Assistant Professor of Music—Woodwinds.** B.A., 1957; M.A., 1960; Colorado State College. (1967)
- SARA HELEN CREE, **Professor of Physical Education.** A.B., West Virginia University, 1930; M.S., West Virginia University, 1937; Ed.D. Pennsylvania State University, 1954. (1940)
- RUTH DEAN, **Assistant Professor of English.** A.B., Hood College, 1936; M.A., West Virginia University, 1941. (1964)
- JOHN DIEHL, **Associate Professor of Chemistry.** A.B., Susquehanna University, 1952; M.S., Pennsylvania State University, 1954; Ph.D., Pennsylvania State University, 1959. (1965)
- HOWARD DILLOW, **Instructor in Business Administration.** B.S., Shepherd College, 1966. (1968) Part-time instructor.
- JOHN JOSEPH DUFFY, **Instructor in Business Administration.** B.S., United States Military Academy, 1935; M.B.A., Harvard University. 1947. (1969)
- BILLY RAY DUNN, **Assistant Professor of Education.** B.S. 1956. M.S., 1962, West Virginia University; Graduate Student, West Virginia University, Summers 1966-1967; California State College, Fall 1967. (1969)
- JEAN ANN ELLIOTT, **Assistant Professor in Library Science.** A.B., Shepherd College, 1954; M.S., Library Science, Syracuse University, 1957. (1961)
- ERWIN GEORGE FIEGER, JR., **Associate Professor of Physical Education.** B.A., Wilmington College, 1934; M.A., Ohio State University, 1938; Advanced Graduate Study, Ohio State University, (1957)

- DAVID E. FINCHAM, **Instructor in Physical Education.** B.A., Morris Harvey College, 1960; M.A., Marshall University, 1965. (1968)
- GUY FRANK, **Professor of Music.** A.B., Whittier College, 1943; M.A., Claremont College Graduate School of Pomona College, 1948; Ph.D., Eastman School of Music of the University of Rochester, 1958. (1950)
- CHARLES H. FREELAND, **Assistant Professor of Education.** A.B., Shepherd College, 1959; M.A., West Virginia University, 1961; Candidate for Ed.D., West Virginia University, (1963)
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- MIRIAM KATHRYN HAMMER, **Assistant Professor of Physical Education.** B.S., University of Michigan, 1952; M.Ed., University of Pittsburgh, 1957. (1957)
- RAY E. HARRIS, **Professor of Biology.** B.S., Marshall College, 1931; M.S., West Virginia University, 1935; Graduate Student, University of Chicago, summers, 1933-1934; West Virginia University, summers, 1936-1937; University of Virginia, summers, 1935. 1950-51. (1946)
- EARL ERIE HENDERSON, **Associate Professor of Education and Administrative Assistant to the President.** B.S., East Tennessee State University, 1948; M.S., Indiana University, 1950; Ed.D., The American University, 1968. (1968)
- FAY J. HENDERSON, **Instructor in Library Science.** B.A., Salem College, 1967; M.A.L.S., University of Iowa, 1970. (1970)
- HAZEL McDONALD HENDRICKS, **Assistant Professor of Home Economics.** B.S., Shepherd College, 1934; Madison College, 1935; Cornell University, summer, 1936; M.A., West Virginia University, 1950. (1961)
- CAROLYN W. HOFFMAN, **Instructor in Nursing.** B.S., Mount Holyoke College, 1947; M.S., State University of Iowa, 1950. (1967)—Part-time instructor.
- BEVERLY K. HOLDEN, **Associate Professor of Physical Education.** B.S. and A.B., Shepherd College, 1957; M.Ed., Miami University, 1958; University of Maryland, 1963-66; Frostburg State College, 1968-69. (1966)
- CHRISTINE HOUGLET, **Instructor in Modern Languages.** B.A., Strasbourg, France, 1964; M.A., University of California, 1967. (1968)
- MARGARET H. HUGHES, **Assistant Professor in Library Science.** Grinnell College, 1923-24; A.B., Oberlin College, 1927; B.S. in L.S., Carnegie Institute of Technology, 1932; M.S., Columbia University School of Library Service, summers 1944-49. (1965)

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- JOHN PATRICK KING, **Assistant Professor of Education.** B. Ph., Lateran University, Rome, Italy, 1960; M. Sc., University of Wisconsin, 1967; Ph. D., University of Wisconsin, 1970. (1970)
- ROBERT L. KIRK, **Assistant Professor of Elementary Education.** B.A., 1951; M.A., 1953, Andrews University; Graduate Student, Columbia Union College, summers 1953; John Hopkins University, 1960-1961; University of Maryland, 1961-1965; The American University, 1964-1967. (1967)
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- ZORA LEIMBACHER, **Assistant Professor of French and German.** B.A., Mills College, 1943; Stanford University, 1945; M.A., University of California, 1966. (1967)
- VERA ELLEN MALTON, **Professor of Speech and English.** A.B., University of Alberta, 1941; M.A., Cornell University, 1948; Ph.D., Cornell University, 1950. (1950)
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- LESTER MEHRKAM, **Assistant Professor of Physics.** B.S., Lehigh University, 1960; M.S., University of Delaware, 1968. (1969)
- JERRY A. MICELLE, **Instructor in History.** A.B., Loyola University of New Orleans, 1964; A.M. Louisiana State University, 1967; Ph.D., Candidate, Louisiana State University. (1969)
- FLOYD W. MILLER, **Librarian and Associate Professor of Library Science.** A.B., Findlay College, 1938; M.A., Western Reserve University, 1941; B.S., Library Science, Western Reserve University, 1940; M.S., Library Science, University of Illinois, 1954. (1962)
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- ELDRIDGE G. MORELAND, **Assistant Professor of Art.** B.A., Shepherd College, 1956; M.A., Maryland Institute of Art, 1964. (1964)
- JOHN B. MORGAN, **Assistant Professor of Economics.** B.S., United States Military Academy, 1935; M.B.A., Wharton School, University of Pennsylvania, 1949. (1965)
- MICHAEL D. MORRISON, **Instructor in Political Science.** A.B., Glenville State College, 1961; M.A., West Virginia University, 1966. (1968)
- CARROLL WILLARD PALMER, **Professor of Education, Director of Teacher Education, and Chairman, Division of Education.** B.S., Ohio Northern University, 1941; M.A., University of Alabama, 1952; Ed.D., Teachers College, Columbia University, 1954. (1969)
- JAMES E. PANTLE, **Assistant Professor of Music.** B.M.E., Baker University, 1961; M.M., University of Oregon, 1966. (1969)
- ROGER P. PARKER, **Instructor in Physical Education and Football Coach.** Associate in Arts, Potomac State College, 1956; B.S., Morris Harvey College, 1958; M.A., Marshall University, 1964. (1967)
- HENRY W. PERRY, **Assistant Professor of Journalism, Director of News Bureau.** B.S., Tennessee State Teachers College, 1936; M.A., George Peabody College for Teachers, 1938; West Virginia University, summer, 1963, (1960)
- DOROTHY J. PIKE, **Assistant Professor of English.** B.S., Shippensburg State College, 1941; University of Maryland, 1960; M.Ed., 1963 and M.Ed., 1966, Shippensburg State College. (1966)
- CHARLES FRANCIS PRINTZ, **Professor of Business Administration.** A.B., Shepherd College, 1940; M.A., West Virginia University, 1942; Graduate Study, University of Sydney, Sydney, Australia; University of North Carolina; The American University, Certified Public Accountant. (1947)
- ROBERT E. PUTZ, **Instructor in Biology.** B.S., 1962; M.S., 1963, University of Iowa, Ph.D., Fordham University (1966) Part-time Instructor.

- G. NORRIS RATH, **Registrar and Assistant Professor of Business Administration.** B.S., Shepherd College, 1961; M.S., West Virginia University, 1963. (1963)
- CARL K. RAUCH, **Assistant Professor of Mathematics.** Pasadena City College, 1950-1952; B.S. and A.B., Shepherd College, 1958; M.Ed., University of Florida, 1959; Graduate Study, University of California and University of Maine. (1968)
- MARTHA JANE REED, **Instructor in Home Economics.** B.S., Oneonta State University, 1964; M.A., Syracuse University, 1969. (1969)
- HANG YUL RHEE, **Assistant Professor of International Relations.** L.L.B., College of Law, Seoul, Korea, 1961; M.A., Columbia University, 1963; Candidate for Ph.D., Clark University. (1968)
- JESSE RIGGLEMAN, **Assistant Professor of Physical Education.** B.A., Shepherd College, 1941; M.S., West Virginia University, 1951. (1956)
- KENNETH RILEY, **Associate Professor of Education.** B.S., Education, Arkansas State Teachers College, 1948; M.S., University of Kentucky, 1950; Graduate Study, Teachers College, Columbia University, and American University. (1956)
- JAMES D. ROBERTSON, **Instructor in Music.** B.M., Ed. University of Montana, 1966; M.M., University of Montana, 1968. (1969)
- ROBERT PRESTON ROGERS, **Associate Professor of English.** A.B., 1948 and A.M., 1951, Vanderbilt University. (1962)
- GIOVANNO ROMANO, **Director of Financial Aids and Instructor in Student Personnel.** B.A., Glenville State College, 1950; M.A., West Virginia University, 1957. (1968)
- PAUL M. SAAB, **Assistant Professor of Biology.** A.B., 1957 and M.S. 1961, West Virginia University; University of Pittsburgh, 1959, West Virginia University, 1962-63; Le Moyne College, 1964; Catholic University, summers, 1967, 1969; West Virginia University, summer 1968. (1964)
- JOHN F. SCHMIDT, **Assistant Professor of Chemistry.** B.S., Villanova University, 1960; Ph.D., Penn State University, 1967; graduate study, University, of Florida. (1968)
- RALPH S. SHERRARD, **Assistant Professor of History and Geography.** B.A., Yale University, 1949; M.Ed., University of Virginia, 1955. (1968)
- ARTHUR GORDON SLONAKER, **Academic Dean and Professor of Education.** A.B., Shepherd College, 1938; M.A., West Virginia University, 1941; Ed.D., University of Virginia, 1958. (1954)
- RONALD LEE SMELTZER, **Instructor in Geography.** B.B.A., Marshall University, 1967; M.A., Marshall University, 1968. (1968)
- JERRY MILLER SMITH, **Assistant Professor of Mathematics.** B.S., Waynesburg College, 1956; M.S., West Virginia University, 1963; Ed.D., West Virginia University, 1970. (1964)

- ROBERT G. STARKEY, **Instructor in Physical Education and Head Basketball Coach.** B.A., Shepherd College, 1958; M.S., West Virginia University, 1967. (1968)
- JOHN EDMUND STEALEY III, **Assistant Professor of History.** A.B., 1963; M.A., 1965; Ph.D., West Virginia University, 1969. (1969)
- PATRICIA T. STEALEY, **Instructor in Home Economics.** B.S., West Virginia University, 1963; M.Ed. West Virginia University, 1967. (1969)
- JAY N. STENGER, **Assistant Professor in Music.** B.A., Lycoming College, 1954; M.S., State University of New York at Fredonia, 1969. (1969)
- MARGARET H. SWANN, **Assistant Professor of Education.** B.A., West Virginia University, 1937; M.A., Marshall University, 1960; Graduate Study, Marshall University, 1966-67, 1968-69. (1969)
- WILLIAM VAUGHN, **Director of Shepherd College Center and Instructor in Student Personnel.** B.S., Slippery Rock State College, 1955; M.Ed., Indiana State College, 1963. (1964)
- KATHRYN BECKNER VENABLES, **Assistant Professor of Sociology.** B.A., Marshall University, 1950; M.A., Marshall University, 1954. (1969)
- EUGENE JENO VOLKER, **Assistant Professor of Chemistry.** B.S., University of Maryland, 1964; M.S., Massachusetts Institute of Technology, 1967; Ph.D., University of Delaware, 1970. (1969)
- JAMES L. WARD, **Professor of Sociology and Director of Social Welfare Education.** B.A., Henderson State Teachers College, 1934; M.S., Henderson State Teachers College, 1958; Ed. D., University of Mississippi, 1968. (1968)
- ROBERT GRAHAM WILLGOOS, **Assistant Professor of History.** B.S., Georgetown University, 1965; Ph.D., Catholic University, 1969. (1969)
- GEORGE ARNOLD WILSON, **Instructor in Speech and Drama.** B.A., Shepherd College, 1959; M.A., Bowling Green State University, 1963. (1969)
- JOHN EDWIN WINTERS, **Associate Professor of English.** B.S., Frostburg State College, 1960; M.A., West Virginia University, 1965; doctoral study at the University of Pittsburgh and the University of Maryland. (1970).
- CHARLES H. WOODWARD, **Assistant Professor in Biology.** A.B., and B.S., Shepherd College, 1959; M.Ed. in Science, University of Georgia, 1964. (1965)
- MELVIN CARL WYLER, **Assistant Professor of Speech.** B.A., The University of the South, 1951; M.A., Kansas State Teachers College of Pittsburgh, 1968. (1968)
- HARRY C. YOUNG, JR., **Instructor in Student Personnel and Dean of Men.** B.S., Ohio State University, 1960; M.A., Marshall University, 1968. (1969)

VETERANS' ADMINISTRATION CENTER STAFF WHO WORK WITH THE MEDICAL TECHNOLOGY PROGRAM

HANS HOCH, Ph.D., **University of Vienna, 1935.** Assistant Prof. Biochemistry, University of Virginia, 1951-1954; Associate Prof. Biophysics, Medical College of Virginia, 1954-1960. Chief, Physical Chemistry Laboratory.

CORNELIA HOCH-LIGETI, M.D., **University of Vienna, 1931.** Associate Professor of Pathology, George Washington University. Certified American Board of Pathology, 1956. Chief, Laboratory Service and Pathology Research Laboratory.

JACQUELINE S. JOHNSON, A.B., **East Carolina College, 1933.** Certified M.T. (ASCP) 1937.

CHIEN W. LAN, M.D., **University of Shanghai, 1935.** Certified American Board of Pathology and Clinical Pathology, 1956. Assistant Chief, Laboratory Service, Veterans Administration Center.

JAMES P. MORISON, A.B., **West Virginia University, 1935;** M.S., West Virginia University, 1937. Member, American Association of Clinical Chemists. Examining Member, U.S. Civil Service Commission. Affiliate ASMT.

ROBERT S. ORNDORFF, B.S., **Shepherd College, 1954;** B.S., West Virginia University, 1960. Certified M.T. (ASCP) 1960.

DAVID S. SLANE, B.A., and B.S., Shepherd College, 1951.

KATHLEEN O. STUMP, **Medical Technician, Certified ASCP, 1946.** Medical Technologist, ASMT 1957.

WILLIS V. STUMP, B.S., Shepherd College, 1955.

THEODORE J. WELLER, A.B., **Shepherd College, 1948.** Affiliate ASMT.

KATHERINE B. ZIRKLE, B.S., **Capital University, 1950.** Certified M.T. (ASCP) 1964.

HOWARD S. ZUCKER, M.D., **Johns Hopkins University, 1956;** Princeton University, 1952. Staff Pathologist, Laboratory Service.

SHEPHERD COLLEGE DEPARTMENT OF STUDENT AFFAIRS

GEORGE AUXT, Dean of Student Affairs

MOLLIE BORWICK, Dean of Women

HARRY C. YOUNG, JR., Dean of Men

GIOVANNO ROMANO, Director of Financial Aids

WILLIAM VAUGHN, Director of Student Center

DR. WILLIAM WANGER, JR., Consulting Physician, Director of College Health Center

MRS. MARGARET HAMMOND, R.N., Head Nurse

MRS. JEAN McELDOWNEY, R.N., Resident Nurse

MRS. JEAN KEESLING, Head Resident Women's Hall

MRS. ANNETTE DEHAVEN, Head Resident Women's Hall

LOUIS M. COREY, Head Resident Men's Hall

WILLIAM HOCKENSMITH, Head Resident Men's Hall

GARY MCELDOWNEY, Head Resident Men's Hall

LEWIS CARROLL, JR., Campus Security Officer

HARWOOD KIDWILER, Campus Security Officer

EMERITUS FACULTY

STEWART E. ARNOLD, Associate Librarian and Assistant Professor in Library Science, Emeritus, 1924-52; Home: Piedmont, West Virginia.

ALICE S. BICKNELL, Resident Counselor, Emeritus, 1950-1965; Home: 14428 Marine Drive, Silver Springs, Maryland.

JOHN P. GOULDING, Professor of Chemistry, Emeritus, 1948-1969; Home: Shepherdstown, West Virginia.

OLIVER S. IKENBERRY, President Emeritus, 1947-68, George Peabody College, Nashville, Tennessee.

A. D. KENAMOND, Dean and Professor of Elementary Education, Emeritus, 1912-1948; Home: Shepherdstown, West Virginia.

CLETUS LOWE, Associate Professor of Social Science, Emeritus, 1940-1968; Home: Shepherdstown, West Virginia.

HAZEL H. NEWMAN, Associate Professor of Home Economics, Emeritus, 1944-1958; Home: Shepherdstown, West Virginia.

ALLISON P. RIDER, Registrar, Director of Admissions, and Assistant Professor of Education, Emeritus, 1958-1968; Home: Shepherdstown, West Virginia.

DR. RUTH SCARBOROUGH, Professor of History, Emeritus, 1936-1966; Home: Finleyson, Georgia.

FLORENCE SHAW, Professor of Education, Emeritus, 1923-1961; Home: 404 South Franklin Street, Kirksville, Missouri.

VETA LEE SMITH, Associate Professor in English, Emeritus, 1957-1968;
Home: Shepherdstown, West Virginia.

ERNEST STUTZMAN, Professor of Physical Science, Emeritus, 1928-1952;
Home: Shepherdstown, West Virginia.

W. R. THACHER, Professor of Economics and Geography, Director of Extension, Emeritus, 1922-1961; Home: Shepherdstown, West Virginia.

SHEPHERD COLLEGE ALUMNI ASSOCIATION 1970-71

President—Dale Hicks—'61	Martinsburg
Vice-President—John Deputy—'64	Shepherdstown
Recording Secretary—Miss Eleanor Shirley—'51	Shenandoah Junction
Treasurer—Miss Jean Elliott—'54	Martinsburg
Coordinator—Charles Unsel—'08	Shepherdstown
Past President—Donald Mickey—'58	Charles Town



There are many excellent churches in Shepherdstown. The Lutheran Church joins the campus.

SHEPHERD COLLEGE OFFERS YOU—

- A SHARE IN THE TRADITIONS OF AN ALMOST CENTURY-OLD INSTITUTION.

Since 1871 Shepherd College has been serving the youth of West Virginia and the nation.

- A LARGE CAMPUS IN A SCENIC AND HISTORIC SECTION OF AMERICA.

Shepherd College is located in the scenic Shenandoah Valley in historic Shepherdstown, West Virginia, on the banks of the beautiful Potomac River, 65 miles from Washington, D. C.

- A FRIENDLY STUDENT BODY.

A warm welcome will be extended for a friendly student body.

- ASSOCIATION WITH A SCHOLARLY AND SYMPATHETIC FACULTY.

Shepherd maintains a faculty of more than eighty instructors who are graduates of the leading colleges and universities, and who are interested in each individual student.

- AN ACCREDITED, STATE-SUPPORTED, CO-EDUCATIONAL FOUR-YEAR TEACHER EDUCATION AND LIBERAL ARTS COLLEGE.

Graduates of Shepherd College enter the leading professional schools of the nation with full credit.

- THE ADVANTAGES OF A SMALL COLLEGE.

The opportunity to become a student leader and to know one's fellow students personally is invaluable to the student.

- AN EXTENSIVE PROGRAM OF STUDENT ACTIVITIES:

Student activities include: athletics, broadcasting, drama, fraternities and sororities, college choir, orchestra, college newspaper and annual, student senate, Student Christian Association, and class organizations.

- A COLLEGE EDUCATION AT A PRICE YOU CAN AFFORD.

The cost of a college education at Shepherd is less than at most colleges and universities.

- A BROAD EDUCATIONAL PROGRAM.

Liberal Arts: A.B. and B.S. degrees.

Art, biology, business administration, chemistry, economics, English, history, languages, mathematics, music, political science, and speech.

Teacher Education: Elementary and secondary school.

Business Education: Business administration and secondary school teaching and secretarial courses.

Pre-Professional: Dentistry, medical technology, physical therapy, clinical pathology, law, medicine, ministry, nursing, pharmacy, social work and veterinary.

Music: Applied music, music theory, music literature, music education, band and choir.

Vocational Home Economics: Teaching homemaking.

Section II

GENERAL INFORMATION

General Statement

Shepherd College is a recognized, state-supported, four-year, liberal arts and teacher education institution under the supervision of the West Virginia Board of Education. Shepherd College has been serving the youth of West Virginia and the nation since 1871.

An Accredited Institution

The college is fully accredited by the North Central Association of Colleges and Secondary Schools and the National Council for the Accreditation of Teacher Education. The institution is a member of the American Association of Colleges for Teacher Education, American Council on Education, and the Association of American Colleges. Graduates of Shepherd College enter the leading graduate and professional schools of the nation with full credit.

Liberal Arts Program

The college offers four academic degrees, Bachelor of Arts, Bachelor of Arts in Elementary Education, Bachelor of Arts in Secondary Education, and Bachelor of Science. Instruction is provided in art, biology, business administration, business education, chemistry, dramatics, economics, education, history, home economics, journalism, library science, mathematics, modern languages, music, philosophy, physics, political science, psychology, radio, sociology, and speech.

Pre-Professional Programs

Pre-professional training is offered for secretarial studies, data processing, accounting, business, clinical pathology, dentistry, law, medicine, medical technican, ministry, nursing, physical therapy, pharmacy, social work and veterinary science. Basic training is provided in agriculture and engineering.

Teacher Education Programs

Professional training is given for teaching in the elementary and secondary schools. The college recognizes the preparation of teachers as a primary responsibility. Teachers may earn one of the following degrees: Bachelor of Arts in Elementary Education or Bachelor of Arts in Secondary Education.

Scenic and Historic Location

The Shepherd College campus is situated on the banks of the beautiful Potomac River in historic Shepherdstown, West Virginia, a typical college community.

Shepherdstown is located at the intersection of highways 45 and 48, eighteen miles south of Hagerstown, Maryland, nine miles east of Martinsburg, West Virginia, thirteen miles north of Charles Town, West Virginia, and thirty-two miles north of Winchester, Virginia.

Students may travel on the Baltimore and Ohio Railroad to Martinsburg, and then take a bus to Shepherdstown, a ride of nine miles. Buses make several trips daily from Martinsburg, Hagerstown, and other nearby places to Shepherdstown. Allegheny has daily flights from Charleston, Clarksburg and Parkersburg, W. Va. to the Martinsburg Airport where limousine service is available to Shepherdstown.

West Virginia's historic Shepherdstown is near nationally known Harpers Ferry, the Antietam Battlefield, the colonial homes of the Washington family and many interesting places where the history of this great country was made. Shepherdstown is only a few hours drive from the Metropolitan cities of Washington, D. C., Baltimore, Philadelphia and New York. Students have numerous opportunities to visit the metropolitan areas and places of historical significance.

History of the Campus

The history of Shepherd College began when the county seat of Jefferson County was moved from Shepherdstown to Charles Town in July, 1871. The people of Shepherdstown and vicinity decided to use the vacated courthouse for educational purposes. An article of incorporation for a school to be known as Shepherd College, designed to instruct students "in languages, arts and sciences," was drawn up and signed by C. W. Andrews, A. R. Boteler, C. T. Butler, G. M. Beltzhoover, David Billmyer, Samuel Knott, and Henry Shepherd. This body of incorporators gave themselves power to elect instructors, pay salaries, and prescribe courses of study. They appointed Professor Joseph McMurran first principal of the institution, which was opened on September 2, 1871, under the authority of the Board of Trustees, with forty-two students.

On February 27, 1872, the Legislature of West Virginia passed the following act: "That a branch of the State Normal School be and the same is hereby established at the building known as Shepherd College, in Shepherdstown, in the county of Jefferson."

Shepherd College became a four-year college for the training of teachers on July 1, 1930, and was granted the authority by the West Virginia Board of Education to grant the Bachelor of Arts degree to graduates of the institution. In 1943 the State Legislature enacted legislation providing for a liberal arts college program at Shepherd College. In September, 1950, Shepherd College was authorized to confer the Bachelor of Science degree. In March, 1950, the College was fully accredited by the North Central Association of Colleges and Secondary Schools, in January, 1951, became a member of the Association of American Colleges, and in 1954 was accredited by the National Council for the Accreditation of Teacher Education.

STATEMENT OF PHILOSOPHY AND GENERAL OBJECTIVES

Shepherd College is a multiple-purpose state college whose function is to provide educational programs in teacher education, pre-professional training, and liberal arts education.

Statement of Philosophy:

The faculty of Shepherd College believes:

1. In the dignity and value of human personality.
2. In encouraging and aiding students to understand and seek their highest development.
3. In the cooperative and democratic processes.
4. In complete freedom to search for and to teach the truth, without restraint from political creeds, religious doctrines, economic pressures, or personal biases.

General Objectives of the College:

1. To introduce all college students to those common areas of knowledge which individuals and society require.
2. To orient the student to yesterday's and today's culture.
3. To enable the student to communicate.
4. To reveal higher and better things to the student.
5. To enable the student to synthesize areas of learning.
6. To provide a broad foundation for specialization.
7. To enable the student to make intelligent choices from the areas of knowledge which will help answer his needs.
8. To develop in the student a code of ethics and a philosophy of life.
9. To cultivate a desire to search for truth with an understanding of the scientific method.

Dedicated to Good Citizenship

Shepherd College is dedicated to the building of good citizens. When a student enrolls at the college, he has entered into an agreement to abide by all college regulations. Students who enter are expected to conduct themselves as ladies and gentlemen at all times. The college encourages all students to develop and maintain high standards of character and citizenship in their daily living. Any student whose behavior, either on or off the campus, is considered by the college administration to be detrimental to the college or to the student, will be required to withdraw from the college.

Educational Services to the Area

Shepherd College and the West Virginia Department of Education are engaged in a cooperative educational field service program in eight Eastern West Virginia counties as follows: Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan and Pendleton. A Coordinator of Educational Field Services provides leadership by assisting the various school systems to improve their educational programs.

Summer Session

The summer session at Shepherd College is an integral part of the college year. All general college requirements relating to high academic standards, sound scholarship and good citizenship are maintained by the faculty. The summer session is organized into two terms. Registration for the second term is held on the registration day for the first summer term.

The summer session has the following purposes:

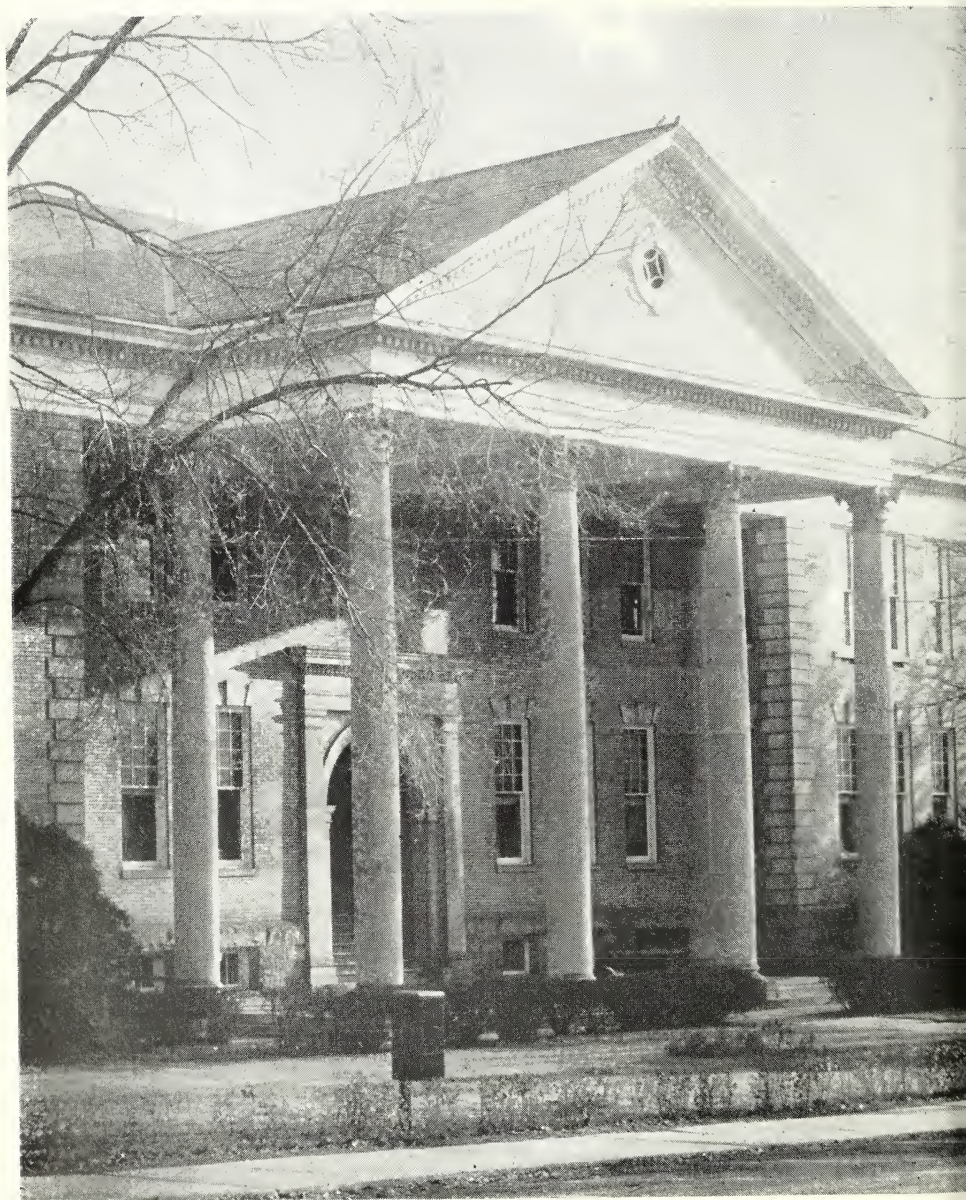
1. To provide college courses for regular college students who desire to accelerate their college education and graduate in three years.
2. To feature special courses, workshops and clinics for public school teachers.
3. To offer regular freshman college courses for high school graduates.

College Extension

Extension classes may be organized where fifteen or more students desire a class to be taught by a regular college instructor. Classes meet for a minimum of sixteen clock hours for each semester hour of college extension credit.

Public school teachers are limited to six (6) credit hours per semester and twelve (12) credit hours per year with the permission of the superintendent. Graduation and certification requirements place a limit of twenty-eight (28) credit hours of extension credit. The tuition rate is \$11.50 per semester hour.

A limited graduate extension program in cooperation with West Virginia University is now in effect.



Knutti Hall

SHEPHERD COLLEGE CAMPUS

The campus of Shepherd College comprises an area of approximately one hundred fifty-six acres of rolling limestone land extending from Main Street in Shepherdstown to the banks of the Potomac River. The campus provides sites for thirteen major academic buildings and residence halls.

McMurren Hall is the original Shepherd College building erected by Rezin D. Shepherd in 1860 for community use. This building was transferred by perpetual lease to the Board of Trustees of Shepherd College by Shepherd Brooks, of Boston, on April 21, 1891. The building is named in honor of the "Father of Shepherd College," Joseph McMurren. Music classes meet in this building.

Reynolds Hall was erected in 1889 by the citizens of Shepherdstown for use by the college and the community. It has been redesigned and remodeled for forums, motion pictures, plays, musicals and assembly programs. A Baldwin Organ has been installed in the auditorium to be used for organ concerts and instructions.

Knutti Hall was erected in 1904 and renovated in 1968 as an academic classroom building and was named in honor of former Principal John K. Knutti. The ground floor has a radio broadcasting studio, drama workshop, art studios and laboratories. The first floor provides academic facilities and offices for the Division of Education. The second floor provides classrooms and offices for the Art and English Departments.

Miller Residence Hall, erected in 1915, is a three-story colonial residence hall for women, named in honor of former President Thomas C. Miller.

President's Home, secured by the college in 1964, provides a spacious residence for the President of the College.

Rumsey Hall is the former men's residence hall, and is now serving as a faculty apartment house.

White Hall was erected in 1925 and named in honor of former President W. H. S. White. This building has been renovated to provide facilities for the Business Administration Division.

Snyder Science Hall is a three-story building erected in 1942 and named in honor of the late H. L. Snyder. The first floor is devoted to mathematics and physical science. The second floor has laboratories and classrooms for elementary and advanced biology, a bacteria culture room, museum, a plant room and an animal room. The third floor has a classroom and laboratories for elementary and advanced chemistry, a weighing room, a classroom, and a laboratory for physics and mathematics.

The Home Economics Building, to the east of the Science Hall, was opened in 1948 as the college cafeteria. On the completion of the new College Dining Hall in 1961, the old cafeteria was renovated to house classes and laboratory activities of the Division of Home Economics. In 1967 a clothing laboratory and nursery school wing was added.

Social Science Hall was acquired in 1957 to serve as a classroom building and provides facilities for history, political science, geography, sociology and English classes.

The Library collection is composed of approximately 63,736 books and bound periodicals. The current periodicals number 378 with 22 newspapers. The three-story, air conditioned structure which the Library occupied in October, 1965, is designed as a place of study, particularly adapted for independent study and research. The accommodations for study include reading rooms, classrooms, group study rooms, and individual study carrels and cubicles. Listening rooms, an Audio-visual viewing room and a Microfilm Reading Room have been incorporated. The West Virginia Room on the third floor houses a special collection of printed materials relating to our state. The Library hours are listed in the Student Handbook.

Health and Physical Education Building. The modern Health and Physical Education Building contains two basketball courts, a swimming pool, two classrooms, offices, and athletic facilities. The **Athletic Stadium** located near the Health and Physical Education Building provides an athletic field for football and track.

Fairfax Field lies in the rear of Miller Hall and is used for baseball.

Alexander Robinson Boteler Hall. This men's residence, erected in 1952, is a modern three-story fireproof structure and provides housing facilities for 150 Shepherd College students. The building is located on a commanding site overlooking the Potomac River.

Kenamond Residence Hall. A Men's Residence Hall named in honor of Dean Alva D. Kenamond, was dedicated in November, 1966. It provides many facilities for the comfort and the welfare of 160 students, housed in double rooms. It has good natural lighting, carpet for muffling sounds, and spacious lounges. The kitchenette unit, study, recreation, television, and laundry rooms are well equipped to meet the needs of students and staff.

Gardiner Residence Hall. A Women's Residence Hall dedicated in November, 1966 and named in honor of Miss Mabel Henshaw Gardiner provides facilities for 150 women in double rooms. It houses a well equipped Infirmary to handle emergency and minor illnesses. Acoustical tile ceiling and carpeting of floors, in addition to the decor for residence halls, are special features it provides for comfortable living and a good study climate for students.

Home Management Residence. A nine-room brick residence has been furnished and equipped to provide home economics students an opportunity to live in the residence to get experiences in home management.

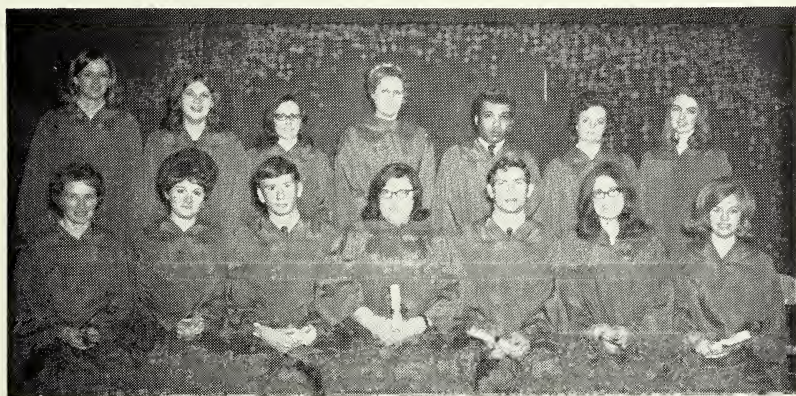
Administration Hall. A modern college administration building opened in July, 1968 houses the offices of the President, Academic Dean, Director of Admissions and Registrar and Business offices on the first floor. On the second floor are the offices of the Dean of Student Affairs, Director of Financial Aids, Director of Educational Field Services and Director of College Relations.

Ella May Turner Residence Hall. A women's residence hall, named in honor of Miss Ella May Turner, Professor of English, 1912-1945, was dedicated in October, 1961. It is a modern three-story brick structure, housing 154 women.

College Dining Hall. A new modern College Dining Hall was opened in September, 1961.

Shepherd College Center Building. This new \$300,000 college community center provides modern facilities for the college bookstore, student center and snack bar, colonial lounge and ballroom, and conference and club rooms for the various campus organizations and activities.

Thacher and Shaw Residence Halls. These buildings to house men and women are scheduled to be dedicated in October 1970. They are located on the West Campus and are named for Emeritus Professors at Shepherd College.



Shepherd McMurrin Scholars—1970



Presidents Home

Section III POLICIES ON ADMISSIONS

GENERAL INFORMATION

Admission to Shepherd College shall be determined without regard to race, color, religion or sex.

The following applicants may be considered for admission to **work toward a degree** from Shepherd College:

1. Graduates of certified and approved high schools and preparatory schools.
2. Applicants with satisfactory scores on the General Education Development Tests.
3. College transfers from fully accredited institutions.
4. Foreign students.

The following applicants may be considered for admission as non-degree students from other colleges:

1. Transient students from other colleges or universities.
2. Special students under the adult program.
3. Auditing students.

Students should not apply for admission unless they meet the requirements outlined for the program in which they are interested. Admission does not guarantee housing. A separate application for housing and financial assistance must be filed.

An application cannot be processed until all necessary materials are on file. Prospective enrollees will be notified after all required credentials are on file in the Office of Admissions. All correspondence relevant to admission and all credentials in support of an application must be on file at least 15 days prior to the opening of the semester or term; otherwise, they will be deferred to the following semester or term. Transcripts as well as all other credentials when received by the College become the permanent property of the College and will not be returned to the student. In the event that a student is admitted on the basis of false and/or incomplete credentials, he will be subject to immediate dismissal from the College.

EARLY ADMISSION OF HIGH SCHOOL STUDENTS

A high school student who has completed six semesters of high school may apply for admission if he has a minimum grade average of B. The recommendation of the appropriate high school official(s) relative to character and personality and evidence of satisfactory physical condition are also required. If an applicant qualifies, he will be granted temporary admission. This is equivalent to permanent admission if the applicant continues to meet the admission requirements. Upon graduation, it is the student's responsibility to request his high school official to forward his final grades to the Office of Admissions. After the receipt of his final grades, the student will be mailed notification of his acceptance providing all other requirements have been completed.

ADMISSION OF HIGH SCHOOL GRADUATES

1. Graduate from an accredited high school.
2. Request that your school official mail a transcript of your high school record showing your class rank and the total number of students in the class, directly to the Director of Admissions. Request all test scores be included on your transcript. Senior courses being taken should also be included on your transcript.
3. Meet the following unit requirements:
 - 4 units English
 - 3 units Social Studies (1 unit of which is American History)
 - 2 units Science (1 unit of which is Biology)
 - 2 units Math (1 unit of which is Algebra)
 - 1 unit Physical Education
 - 5 units Electives

NOTE: Students who rank in the upper $\frac{1}{2}$ of their graduating class and who have a total composite score of 17 or above on the ACT may be admitted with no more than a single unit of violation in any one subject area listed above or two violations in all subject areas listed above. (A score of 800 on the College Boards can be used in lieu of the ACT score of 17.)

4. West Virginia students must rank in the upper $\frac{3}{4}$ of class or have a score of 14 on the ACT. Out-of-state students must rank in the upper $\frac{1}{2}$ of their class.

NOTE: A West Virginia resident who has served in the military service for one year or more and has a high school diploma is eligible for admission regardless of his class rank or test scores unless convincing evidence of serious health or character defect is received.

5. Acceptable Health Record on file at Shepherd College.
6. Return Application Blank with Health Record (signed by your physician), Application and room reservation fee for Housing (if you desire campus housing), and Application for Financial Aids (if you desire financial aid) to the Director of Admissions. (Send all of the material listed in item #6 at one time.)

NOTE: A student needing an ACT score may have it submitted through his high school as part of his high school transcript. The ACT (American College Test) is given throughout the United States at various testing centers in August, October, December, February, April, and July.

ADMISSION OF HIGH SCHOOL GRADUATES INTO TWO-YEAR ASSOCIATE OF SCIENCE DEGREE PROGRAM

Students interested in pursuing a two-year Associate of Science Degree in Accounting, Business Administration, Data Processing or Secretarial Studies who have been graduated from an accredited high school and who do not possess serious health or character defects, may apply for admission if they meet at least one of the following additional requirements:

Instate (Resident) Students:

Rank in the upper $\frac{3}{4}$ of graduating class

or

Score 14 or above on the ACT

or

Meet the high school unit requirements as indicated in the regular four-year bachelor degree programs.

Out of State (Non-resident) Students:

Rank in the upper $\frac{1}{2}$ of graduating class

or

Score 17 or above on the ACT or 800 on CEEB

or

Meet the high school unit requirements as indicated in the regular four-year bachelor degree programs.

Students who achieve a minimum of 2.00 on all hours attempted (12 semester hours minimum) at Shepherd College in the two-year programs may make application for admission into four-year bachelor degree programs.

ADMISSION BY G. E. D. TEST

Non high school graduates (veterans and persons over the age of 19 who have been out of high school at least one year or whose senior class has graduated one year previous) will be admitted if they attain a standard score of 40 on each of the five parts of the General Education Development Test or an average standard score of 50 or above on the entire Test. Such students must have no severe character or health defects. G.E.D. scores must be sent directly to the Director of Admissions from the testing center or County Superintendent of Schools.

ADMISSION OF COLLEGE TRANSFERS

Any applicant for admission to Shepherd College who has attended another institution of collegiate rank will be classified as a transfer student, whether he has earned credit or not. The College does not under any condition disregard college or university credits earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree if applicable.

College Transfers Are Required To Have:

1. A 2.00 overall average on all courses attempted. **The College reserves the right to review and reject any application.**
2. Grades of "C" or better in Freshman English (6 hrs.) and Fundamentals of Speech (3 hrs.) if taken.
3. Ability to return to former college.
4. Transcript of grades sent by mail directly from all colleges attended to the Director of Admissions at Shepherd College.
5. Acceptable Health Record on file at Shepherd College. (Must be enclosed with application of all full-time students.)

6. Return Application with Health Record (signed by a physician), Housing Application with room reservation fee (if you desire housing), and Financial Aid Application (if you desire financial aid) to the Director of Admissions. Send all of the material listed in item #6 at one time.

NOTE: Students who are on academic or social probation are not eligible for admission.

Transfer credits are posted on the permanent record as received. All grades received by a transfer student in the college or colleges which he previously attended must be included in the calculation of his quality point average even though some of the grades do not represent courses for which credit can be granted. Grades earned in other institutions shall not be used to make-up a deficit of quality points in this institution.

To be official, a transcript must be mailed directly from the institution issuing it and must bear the official seal of the institution, and the manual signature of the proper authority. The transcript should show the descriptive title of the courses, the year in which the work was taken, the number of credits, and the grades. Transcripts, when received, become the permanent property of the College and will not be returned to the student. Such transcripts should be on file at least two weeks prior to the opening of the semester or term.

Graduates of regionally accredited junior colleges are assigned a maximum of seventy-two (72) semester hours of credit, and regionally unaccredited colleges are limited to sixty-four (64) hours.

After a transfer student has had his complete and final transcripts forwarded to us and has been officially admitted, an evaluation will be made upon his request so that he may ascertain which courses have been accepted and the hours needed for graduation. An evaluation request form obtained from the Registrar's Office must be completed and submitted to the Registrar by the student.

Re-Admitted Students

1. Re-admission applications must be completed by students who were not enrolled the preceding year, who were on academic probation, or who have been denied admission previously. Health records are valid for five years.

ADMISSION OF FOREIGN STUDENTS

It is the policy of the college to grant a tuition scholarship to only one student from each foreign country as the number of scholarships is limited. Applications should be submitted at least four to six months prior to the opening of the semester in which the student desires to enter. To be admitted, the foreign student must demonstrate proficiency in both written and spoken English. Such proficiency can be established by the successful completion of the Test of English as a Foreign Language, administered by the Education Testing Service of Princeton, New Jersey 08540. Information concerning this test can be secured through the U.S. Embassies and Consulates throughout the world or by writing to TOEFL, 1755 Massachusetts Avenue, N. W., Washington, D. C. 20036.

The applicant must also file an application for admission, a health form, and an official transcript of all academic credits and grades. The transcript must be sent directly to Shepherd College by the institution last attended. Decisions about admission cannot be made until complete records have been received. After all academic credentials have been received by the Office of Admissions, they are mailed to the U. S. Office of Education, International Division, Washington, D. C. for an evaluation.

Foreign students should make all arrangements for their financial obligations to Shepherd College and for their entire stay in the United States before leaving their countries. Scholastic attainment must be equivalent to that of a high school graduate in the United States.

NON-DEGREE STUDENTS

TRANSIENT STUDENTS: Students who desire to enroll as transient students may do so upon the submission of a letter of good standing mailed directly to the Office of Admissions at Shepherd College from the institution the student last attended.

SPECIAL ADULT PROGRAM

Persons who are 21 years of age or over (need not be a high school graduate) may be considered for admission as special students upon proper application to the Office of Admissions and may enroll in those courses for which they are qualified. Special students take no examinations and receive no grades or credits for courses taken.

AUDITING COLLEGE CLASSES

A student may audit a college class by making proper application in the Office of Admissions as an auditor and paying the regular college fees in the Business Office. As an auditor, he is expected to attend class regularly, but he is not permitted to take examinations or receive credit at the conclusion of the course or at a later date.

ENROLLMENT PROCEDURES

High school students may obtain an admission application from their high school counselor or by writing directly to the Office of Admissions, Shepherd College, Shepherdstown, West Virginia 25443. Complete the admission application and return it with the health record signed by a physician, housing application (if you desire housing), and financial aid application (if you desire financial aid) to the Director of Admissions. Request your high school to send your transcript to the Director of Admissions. The transcript must include your class rank, courses taken, senior courses in progress, and test scores if taken. After your application and official transcript have been received, you will be notified as to your acceptance or non-acceptance.

Every student should familiarize himself with the college catalog and all requirements for certificates and degrees, and is held primarily responsible

for meeting these requirements. The Academic Dean of the college supervises certification requirements.

Students who have been officially admitted to the college will receive instructions and information regarding the required Orientation Program and registration from the Office of the Registrar. An adviser will be selected by the Academic Dean for all first-time enrollees. Students should feel free at all times to contact their adviser to plan and discuss their schedule. Advisers are chosen in the field in which the student is majoring. Ordinarily a student has the same adviser until he graduates unless he changes his field.

College Credit for Military Service

Institutions of higher learning in West Virginia will grant credit of four semester hours to an individual who presents a copy of his DD-214 Form after completing a minimum of one year of active military service. This credit shall be assigned to physical education, hygiene, military training or appropriate electives. The four semester hours allowed for basic or recruit training may be counted as lower division physical education unassigned, or may be counted toward the following requirements: two hours Health Education; two hours First Aid; four hours Recreational Activities; four hours Team Sports.

Correspondence work completed at accredited institutions of higher learning cooperating with the Armed Forces Institute will be accepted by institutions of higher learning in West Virginia for the amount of credit allowed by the institution with which the credit was earned, but not to exceed 28 semester hours.

SUMMER ORIENTATION, TESTING AND PRE-REGISTRATION

New freshmen and transfer students who will be entering the college for the first time at the end of August have the opportunity to attend a two-day orientation, testing and pre-registration session held on one of several dates in June or July. Students attending these sessions will have a wider range of choices for classes than if they waited until the regular registration period.

WEST VIRGINIA BOARD OF EDUCATION REGULATIONS GOVERNING CLASSIFICATION OF STUDENTS FOR PURPOSES OF ASSESSING TUITION FEES

Upon the recommendation of the West Virginia Council of State College and University Presidents and the West Virginia Association of Registrars and Admission Officers, the Board upon motion duly made, seconded and carried, approved the following clarification and revision of its action of February 1-2, 1960, setting forth Regulations Governing Classification of Students for the Purpose of Assessing Tuition Fees, effective June 1, 1964.

The following definitions, general policies, and regulations will apply to non-resident students:

The term **resident** as used herein means **domicile, legal abode, or permanent residence**, and the term **resided in** means **domiciled in**.

1. It is recommended that the "Regulations Governing Classification of Students for the Purpose of Assessing Tuition Fees" as passed by The West Virginia Board of Education, effective September 1, 1959, remain as written, except for the following definition of the term "residence."

The term "residence" as used in these regulations refers to the actual physical location of a person and is to be used solely for the purpose of assessing tuition fees.

The residence status of a student is determined at the time of his first registration at a state college or university, and his residence is not changed by his attendance as a student at such college or university. This policy shall apply to both graduate and undergraduate students regardless of any scholarships, student assistantships, loans or graduate assistantships that may be granted to any student.

A non-resident student is hereby defined to be a student of less than twenty-one years of age, living from his family and whose family resides in another state, or whose family has not resided in West Virginia for the twelve consecutive months immediately preceding the date of first registration; or a student of twenty-one years of age or over, who resides out of the state or who has not been a resident of the state twelve months subsequent to his twenty-first birthday or for the twelve months immediately preceding the date of first registration.

The residence of one who is under twenty-one years of age is that of the father. Upon death of the father, the residence of the minor is that of the mother. Upon divorce of the parents, the residence of the minor is determined by the residence of the person to whom custody is granted by the court. In the absence of any grant of custody, the residence of the father continues to control. Upon death of both parents, the residence of the minor continues to be that of the last surviving parent until he becomes twenty-one.

Individuals who have come from without the State of West Virginia and who register in a state college prior to having resided in the state for a period of twelve months shall be classified as non-resident students; and such non-resident student classification shall be presumed to be correct as long as the residence of such individuals in the state is during their attendance at educational institutions, regardless of whether such individuals have become qualified voters, have registered motor vehicles and paid personal property taxes thereon, have obtained West Virginia drivers' licenses, or have otherwise attempted to establish residence within the state.

A student under twenty-one years of age shall not be classified as a resident student until his parents have resided in this state for at least twelve consecutive months immediately preceding the date of current registration. A West Virginia student whose parents or guardian move out of the state of West Virginia after his original enrollment, will automatically become liable for the non-resident fee at the next registration period after twelve months following removal of parents or guaradian.

Individuals of twenty-one years of age or less whose families have not resided in West Virginia for the twelve months immediately preceding the

date of first registration shall be classified as non-resident students regardless of whether such individuals have become the legal wards of residents of West Virginia or have been adopted by residents of West Virginia while such individuals are attending educational institutions in West Virginia or within a year prior to such an attendance or under circumstances indicating that such guardianship or adoption was for the purpose of obtaining status as a resident student.

The residence of a minor student assigned to a guardian shall be considered affected by such assignment, beginning twelve months after the appointment of the guardian; the provisions stated above with respect to parents' residence shall then apply to the guardian's residence.

An alien who has taken out his citizenship papers and has resided in West Virginia for twelve months immediately preceding the date of his enrollment in a state college shall be regarded as eligible for registration as a West Virginia student.

Persons who are moved into the state as the result of military orders from the government, or the minor children of such persons, are entitled to admission as in-state students beginning twelve months after establishing residence in the state.

Marriage, alone, to a West Virginia resident will not change the status of a non-resident student in a West Virginia state college. Employment of his spouse does not change his status.

An individual on active Federal military service may be classified as a resident for the purpose of payment of fees providing that he resided in West Virginia for a period of twelve months continuously prior to entrance into military service, that he entered the military service from West Virginia, and that he has at no time while in military service claimed, or established residence in any other State of the United States or its possessions. Sworn Statements attesting to these conditions may be required. The wife of such individual as described above, and children under the age of twenty-one, shall also be classified as residents of the State of West Virginia for fee purposes.

The student must have the question of his residence passed upon prior to registration and payment of fees. The responsibility of registration under proper residence is placed upon the student. If there is a possible question as to residence, the matter should be brought to the attention of the Admissions Officer and passed upon at least two weeks prior to registration and payment of fees. Any student found to have made a false or misleading statement concerning his residence shall be subject to dismissal from the college.

2. The Registrars and Admissions Officers in the collegiate institutions functioning under the supervision of the West Virginia Board of Regents recognize inherent problems in the determination of a student's "place of residence." Since, by legal definition, the responsibility for the determination of "residency" is vested solely in the Registrar and/or the Admissions Officer of said college, and such determination must be made within the framework of regulations set forth by the West Virginia Board of Regents.

Independent Study Program

To encourage independent reading and a spirit of research, the faculty will admit, upon recommendation of academic advisors, properly qualified students as candidates for Independent Study.

College credit (determined at registration for course) of one to three semester hours will be allowed for independent programs on the recommendation of the study director with the approval of the division chairman.

To receive credit for Independent Study, the student must fulfill the following requirements:

1. Engage in reading and research as directed by his study director to supplement his knowledge from sources not supplied by the courses taken in his major field.
2. Submit to the division chairman with the approval of his study director not later than one week before the end of the semester the original and two carbon copies of an acceptable research paper embodying the findings of his study.
3. At the discretion of the Department or Division, pass an oral examination on the subject of the research paper before an examining committee consisting of a minimum of the study director, the division chairman, the academic dean, and another faculty member selected by the student, with the study director acting as chairman. (When the division chairman and the study director are the same person, another representative from the division will be named by the division chairman.)

To be admitted to candidacy, a student must satisfy the following conditions:

1. Have an overall average of 3.30 in not less than 80 semester hours attempted.
2. Have an average of 3.50 in his major field or teaching field.
3. Submit, through his adviser and study director to the chairman of the division concerned, a research proposal together with an abstract of that proposal.
4. Have application approved by the chairman of the division.

Section IV

FINANCES

COLLEGE EXPENSES

Enrollment Fees:

West Virginia Students:		Semester
Tuition		\$ 25.00
Registration Fee		50.00
Athletic Fee		8.00
Student Activity Fee		14.00
General Laboratory and Library Fee		5.00
Student Union Fee		18.00
Medical Fee		2.50
Total		\$122.50

Non-Resident Students:		Semester
Tuition		\$175.00
Registration Fee		200.00
Athletic Fee		8.00
Student Activity Fee		14.00
General Laboratory and Library Fee		5.00
Student Union Fee		18.00
Medical Fee		2.50
Total		\$422.50

Fees for Part-Time Students per Semester:

1 Semester Hour	\$ 32.75	7 Semester Hours	73.75
2 Semester Hours	39.75	8 Semester Hours	80.75
3 Semester Hours	45.75	9 Semester Hours	84.75
4 Semester Hours	52.75	10 Semester Hours	88.75
5 Semester Hours	59.75	11 Semester Hours	92.75
6 Semester Hours	66.75	12 Semester Hours	122.50

Fees for Part-Time Out-of-State Students per Semester:

1 Semester Hour	\$ 55.75	7 Semester Hours	247.75
2 Semester Hours	87.75	8 Semester Hours	279.75
3 Semester Hours	119.75	9 Semester Hours	311.75
4 Semester Hours	151.75	10 Semester Hours	343.75
5 Semester Hours	183.75	11 Semester Hours	375.75
6 Semester Hours	215.75	12 Semester Hours	422.50

Part-time students pay one-half the regular Student Activity Fee, or \$7.00 per semester, and one-half the General Laboratory and Library Fee, or \$2.50 per semester, and one-half Student Union Fee, or \$9.00 per semester, one-half the Athletic Fee or \$4.00, and one-half of the Medical Fee \$1.25.

Summer School Fees: 1971

	Term	
	5 Weeks	10 Weeks
West Virginia Students:		
Tuition	\$15.00	\$ 30.00
Registration Fee	24.00	48.00
Athletic Fee	4.00	8.00
Student Activity Fee	7.00	14.00
General Laboratory and Library Fee	2.50	5.00
Student Union Fee	9.00	18.00
Medical Fee	1.25	2.50
Total	\$62.75	\$125.50
Non-Resident Students		
Tuition, Registration Fee, Student Activity, General Laboratory, Library Fee and Student Union Fee...	\$183.75	\$367.50
Fees for Part-Time West Virginia Students:		
1 Semester Hour		\$ 21.00
2 Semester Hours		28.00
3 Semester Hours		34.00
4 Semester Hours		41.00
5 Semester Hours		58.75
6 Semester Hours		62.75
7 Semester Hours	(With approval)	66.75
Fees for Part-Time Non-Resident Students:		
1 Semester Hour		\$ 44.00
2 Semester Hours		76.00
3 Semester Hours		108.00
4 Semester Hours		138.00
5 Semester Hours		166.75
6 Semester Hours		183.75
7 Semester Hours	(With approval)	200.75
College Extension Classes		
Tuition per Semester Hour		\$ 11.50
Other Special Fees:		
Transcript Fee (After first transcript)		\$ 1.00
Graduation Fee for Degree		12.00
Graduate Record Examination		15.00
National Teachers Examination Fee		13.00
Special Examination for course credit		3.00
Parking Fee		3.00
Bad Check Handling Fee		5.00
First Day Late Registration Fee		10.00
Second Day Late Registration Fee		12.00
Third Day Late Registration Fee		13.00
Fourth Day Late Registration Fee		14.00
Fifth Day Late Registration Fee		15.00

All tuition and fees must be paid in full at the time of registration.

The Cashier accepts cash, postal money orders, or approved personal checks written for the exact amount of the obligations. All checks must be made payable to Shepherd College. A student's registration may be canceled when payment is made by a check which is dishonored by the bank.

A handling fee of \$5.00 may be collected for each check returned unpaid by the bank upon which it is drawn unless the student can obtain an admission of error from the bank.

If the check returned by the bank was in payment of tuition and registration fees, the Business Office may declare the fees unpaid and registration canceled. The return of the check unpaid constitutes late registration and the applicable late registration fee shall be levied. In such case the student may be reinstated upon redemption of the unpaid check, payment of the \$5.00 handling charge and payment of the applicable late fee not to exceed \$15.00.

All fees and expenses are subject to change without prior notice.

Auditing a College Course—Same fee as the part-time course fee charged enrollees taking each respective course for credit.

Residence Hall and Dining Hall Rates:

Rooms in Turner Hall, Miller Hall, Gardiner Hall, Boteler Hall or Kenamond Hall	\$144.00
Rooms in Shaw Hall or Thacher Hall	162.00
Board in Dining Hall	270.00
Sales Tax (3 percent) on room & board	
Residence Hall Room Deposit*	25.00

*This deposit is required of all Residence Hall students and will be returned upon authorization of the Dean of Student Affairs upon graduation. This deposit is not part of the room rates listed above.

Residence Hall and Dining Hall rates are the rates per semester and exclude room and board charges during college recesses.

A three per cent Consumers Sales Tax is payable on all room and board charges.

The college reserves the right to increase board rates to meet rising food costs.

Payments

"Room must be paid in full at time of registration. Board may be paid in two equal installments per semester".

The regulations of the West Virginia Board of Regents provide that no financial credit of any type shall be extended to any individual either student or other, at any state college or institution. All colleges and institutions shall operate on a strictly cash basis with all payments and obligations being collected in advance.

Student charges are payable at the time of enrollment for each semester. The college will withhold the student's grades, transcripts of credit, diplomas, and official reports about the student's record as long as the student has a financial or any other type of obligation due the college.

Students absent from the campus seven or more days in succession because of illness or other excusable reason will not be charged for meals, but no deduction will be made for room rental during the absence.

Student employees of the college will also be required to make payments according to the schedule set up for the other students. Each student employee will receive monthly payments by State of West Virginia for work performed during the previous month.

Students in debt to the college for a previous semester or term will not be permitted to enroll until all obligations have been paid.

Refunds

Refund Policy for Tuition, Laboratory and Student Activity Fees:

Semester:

During 1st and 2nd weeks	90%
During 3rd and 4th weeks	70%
During 5th and 6th weeks	50%
Beginning with 7th week	No refund

5—weeks summer term:

During 1st week	90%
During 2nd week	70%
During 3rd week	50%
Beginning with 4th week	No refund

Board payments will be refunded beginning the next full week following the date of withdrawal from the college.

All refunds must be approved by Dean of Student Affairs.

College Bookstore

New and used textbooks are available in the College Bookstore. Students should not purchase new books until they have enrolled and been assigned to their courses. Students of the more advanced classes frequently have second-hand books for sale at a reduced price.

A Used Book Exchange is operated for the sale and purchase of used books for the convenience of the student body.

Shepherd College Foundation, Incorporated

The Shepherd College Foundation is incorporated under the laws of the State of West Virginia and has been approved by the West Virginia Board of Regents to provide an opportunity for alumni, former students, and friends of education to make tax-exempt contributions to Shepherd College.

The Foundation enables the college to receive gifts, donations, and bequests from wills and endowments. Funds will be provided for scholarships, loan funds, buildings and equipment, establishment of memorials, scientific research, library books, and general education purposes.

The Foundation is administered by a Board of Directors. Records are kept in the College Business Office and are subject to an annual audit by the Office of Legislative Auditor.

All contributions are deductible for Federal Income Tax and should be made payable to the Shepherd College Foundation, Inc., and sent to the President of Shepherd College. For persons desiring to make bequests in their wills the following legal forms may be adapted for this purpose:

"I hereby, give, devise and bequeath to the Shepherd College Foundation, Inc., located at Shepherdstown, West Virginia, the sum of dollars to be applied to the general uses and purposes of the college (or other designation).

Donors may also make Shepherd College Foundation, Inc., the residuary legatee of their estates as follows:

"All the rest, residue and remainder of my estate, real and personal, I hereby give, devise and bequeath to the Shepherd College Foundation, Inc.

All gifts and bequests will be used as the donor directs. Communications concerning gifts and bequests should be addressed to the President of Shepherd College.

SHEPHERD COLLEGE FOUNDATION, INC.

Officers

President	W. R. Thacher
Exec. Vice President	Dr. James Moler
Secretary-Treasurer	Charles E. Doss
Attorney	Earl Weller

Section V

STUDENT PERSONNEL SERVICES

The Dean of Student Affairs is charged with the responsibility for coordination and general guidance of student life outside the classroom.

Student Personnel Services are concerned with all phases of the lives of all students, and should not be associated only with "those who have problems." Where special difficulties do exist, however, the Dean enlists all resources of the college to assist individuals or groups to identify and solve their problems.

Those in personnel services are professionally committed to a point of view which respects the dignity, intelligence, and confidence of individuals. It is their aim to encourage students to initiate contacts with the Deans whenever such association would be helpful. They serve as liaison officials between students and faculty by interpreting student needs to the faculty and assisting students to make the best use of faculty resources.

SOCIAL POLICY

All students are expected to observe standards of good taste, appropriate dress, personal appearance, manners and good citizenship at all times. On the subject of conduct the State Board of Regents has ruled as follows: "The regulations of the college shall require from every student decorous, sober, and upright conduct so long as he remains a member of the college student body, whether within the college precincts or anywhere else. The president and faculty shall have authority to formulate specific regulations for the administration of this provision." All students are expected to be familiar with and be governed by the regulations found in the **Student Handbook** which has the inherent authority of the Catalog and the College.

The college assumes that students are capable of mature judgment and that they come earnestly desirous to prepare themselves for useful and honorable careers in life. The aim of the college is to lead students to cultivate habits of study, application, self-control, a high sense of honor, truthfulness, and an interest in maintaining moral atmosphere. Those who are not disposed to support heartily a sentiment of this kind should not apply for admission. The college reserves the right to take appropriate action, including separation from the college, for violations of accepted standards.

FINANCIAL AIDS

Shepherd College has established various types of financial aid to assist the student in obtaining a higher education. These include scholarships, loans, grants-in-aid, and part-time employment. Selection for financial aid will be made on the following basis: (1) Scholarship, (2) Character, (3) Need and (4) Qualities of leadership, personality, and service. Students on academic or social probation forfeit their awards during their probationary periods.

For further information and application blanks write: **FINANCIAL AID OFFICE** Shepherd College, Shepherdstown, W. Va. 25443.

Scholarships

C. H. Musselman Foundation Scholarships

Through the generosity of the C. H. Musselman Foundation four (4) scholarships have been established covering tuition fees, board and room for a period of four (4) years at Shepherd College. Candidates for these scholarships should be high school seniors outstanding in scholarship, character, leadership and service to a Berkeley County high school in West Virginia, and be a member of a family engaged in the apple-producing or processing industry.

Ella May Turner Memorial Scholarships

The late Miss Ella May Turner, Professor of English at Shepherd College, provided for the establishment of a trust fund to be administered by the Old National Bank, Martinsburg, West Virginia. The income from this fund is used annually to provide scholarships for outstanding young men and women to attend Shepherd College.

Shirley Cooper Memorial Scholarships

Established in memory of Dr. Shirley A. Cooper, an alumnus of the Class of 1927 by the members of the American Association of School Administrators in appreciation of the outstanding contributions of their Associate Executive Secretary to public education so that deserving students may secure the benefits of a college education.

Dr. Ruth Scarborough Foreign Student Scholarships

Established in honor of Dr. Ruth Scarborough, Professor Emeritus of History who advised many foreign students and conducted seven successful study tours abroad. This scholarship fund has been provided to assist deserving foreign students to attend Shepherd College.

Claude Worthington Benedum Foundation Scholarship and Loan Fund

The Claude W. Benedum Foundation of Pittsburgh, Pennsylvania, has established a scholarship and loan fund at Shepherd College to aid worthy West Virginia high school graduates to attend college.

West Virginia Board of Education Teachers Scholarships

The West Virginia Board of Education has authorized Shepherd College to grant a number of scholarships each academic year covering tuition and registration fees to be based upon scholarship, personality, and economic status. The number depends on the past year's enrollment. This generally has been five (5) scholarships each academic year.

West Virginia Board of Education Speech and Essay Scholarships

The West Virginia Board of Education awards a four-year scholarship to state colleges to the winners of the various district speech contests sponsored by the American Legion, and the district winners of the Veterans of Foreign Wars' Essay Contest each year.

Organization and Alumni Scholarships

Dr. J. O. Knott Scholarships, P. S. Scholarship, Raymond Baby Freshmen Scholarship, Storer College Alumni Memorial Scholarships, Shepherd College Alumni Scholarships, Ralph and Margaret Burkhart Scholarships and others.

Additional Scholarships and Assistance

Sons and Daughters of Deceased War Veterans. For information write to the Department of Veterans Affairs, Charleston, West Virginia.

Physically Handicapped Students. For information write to the Division of Vocational Rehabilitation, State Board of Education, Charleston, West Virginia.

National Defense Student Loans

This fund was established by the Federal Government in an agreement with Shepherd College. In the selection of students for loans, special consideration shall be given to academic superiority and need.

1. The amount of the loan will be based on the actual need for basic expenses—tuition, room and board, fees, books, etc.—up to a maximum of \$750 per year.

2. A National Defense Student Loan bears simple interest upon the unpaid balance at the rate of 3 percent per year. Interest does not commence until nine months from the date when the borrower ceases to be a full-time student at an institution of higher education.

3. The loan of any borrower who serves as a full-time teacher in a public elementary or secondary school or college shall be canceled up to a maximum of 50 percent, at the rate of 10 percent of the amount of the loan for each academic year of service. The rate of cancellation may be fifteen percent per year if employed in depressed areas.

4. Promissory notes for minors will be co-signed by parents or guardians.

5. Applications for prospective students should be made well in advance of registration.

Educational Loan Funds for College Students

The following organizations have established educational loan funds that are available at reasonable terms for worthy students interested in attending college: Knights Templars, West Virginia Federation of Women's Clubs, Martinsburg Rotary Club, Shenandoah Valley Chapter, National Society, Daughters of American Revolution.

Shepherd College Foundation Memorial Funds

Dr. I. O. Ash, Hazel Barnes, Ira Combs, Anna Hill Egle, Attorney George B. Folk, Mabel H. Gardiner, Warren B. Horner, John W. Headlee, Edith Ikenberry, U. H. and H. D. Lowery, Paxton Marshall, Lt. Gilbert Perry, Jr., Dr. Curtis G. Power, Darrell Reeder, Arthur Slonaker, Dr. William Speg, Harry J. Stuckey, Dr. Edward Thomas, Dr. W. H. S. White, Lorraine Wilt.

United Student Aid Fund—Guaranteed Student Loan Program—

Apply to your local bank or contact Financial Aid Officer for information.

Part-time Employment

Students may earn all or part of their expenses. The Financial Aid Officer administers the student assistantship program and serves as clearing house for students seeking employment and those seeking the services of students. Any student on academic or social probation will not be granted student employment by the college during the probationary period.

LIVING ACCOMMODATIONS

At Shepherd College the student housing units are an integral part of the educational program. Here, housing is thought of as more than merely a place in which students eat and sleep; it is considered to be a living unit in the true sense of the term. With this philosophy, life in the residence halls is carefully supervised, not for the sake of imposing discipline, but for the sake of teaching self-discipline on the part of the residents. In these residence halls, the surroundings are such as to cultivate good taste and good social manners. Activities, programs and counseling services are planned and carried out for the purpose of all, teaching individuals how to live happily and comfortably within groups.

All freshmen who are not commuting must live in a college residence hall. To reserve a room, students must file with the Director of Admissions an application for housing accompanied by a \$25.00 room deposit. Make the check payable to Shepherd College.

Notice of cancellation of room reservations must be received in the Admissions Office by July 1. Failure to meet this deadline will result in forfeiture of the room deposit. (Exception: Should admission to the college be denied, a full refund will be made without regard to date.)

Housing contracts are for one academic year. If a student notifies the Dean of Student Affairs, in writing, prior to November 1, of his intent to leave the residence halls at the end of the first semester, he may do so without forfeiting his room deposit if he: 1) transfers to another college 2) withdraws from college 3) changes to commuting status 4) gets married 5) enrolls in student teaching or 6) reaches age 21 and chooses to move off campus.

All students withdrawing from college will be held liable for rent for the entire semester in which they are enrolled. Room deposits serve as a deposit for damage to college property. If damages exceed \$25.00, student records will be held until full restitution is made. When no room damages are incurred and if the terms of the housing contract are met, the room deposit will be refunded following graduation or transfer. Exceptions to this contract may be granted by a Student Personnel Dean.

The residence halls have specific standards designed to assist their residents in group living and citizenship education. By accepting a room reservation in the residence hall, students consent to an agreement with Shepherd College that they will obey the rules and regulations found in the Residence Hall Manuals and the **Student Handbook** and will not conduct themselves in any way that will infringe upon the rights and privileges of the group.

The rooms are furnished with single beds, dressers, chests, desks, and chairs. Students supply linens (a rental plan is available), pillows, blankets, spreads, rugs and accessories to suit their tastes.

Off-Campus Housing

Students unable to secure a room in a college residence hall are referred to private homes in the community. Students under 21 must live in homes

approved by the college. Other regulations affecting off-campus housing are recorded in the Student Handbook.

Orientation to College

All new students accepted for admission for the fall semester are required to be present on the campus for the orientation programs. These programs are designed to help the student make a satisfactory adjustment to college work and to campus life. Included in the activities are guidance examinations, consultations with departmental advisers and faculty members, discussions and conferences covering various phases of academic and extracurricular activities.

Student Counseling Services

The counseling program of the Office of the Dean of Student Affairs is available to help students in meeting the problems faced in adjustments to college life.

The program provides each student with a faculty adviser with whom he or she may feel free to discuss academic, educational, vocational, and personal problems. These advisers are available for arranging courses of study. Their approval of the student's class schedule is necessary before registration can be completed. Advisers are usually members of the department in which the student is majoring and may be of special service in aiding the student in his academic program. Students are also encouraged to use the counseling services of the Personnel Deans in the Student Affairs Office.

Student Marriages

All students under twenty-one years of age who plan to be married during the college year must obtain the consent of parents or guardian in accordance with the provisions of the West Virginia law. The College requires that the student submit to a Personnel Dean evidence of parental permission two weeks prior to the marriage. Those who do not comply will be subject to suspension.

STUDENT ACTIVITIES

Student activities and conditions of eligibility to participate in them are found in the **Student Handbook**.

All students are urged to be active participants in student organizations and student government.

All organizations under the supervision of the college, are subject to college regulations and must register with the Office of the Dean of Student Affairs.

Religious Life

Shepherd College is committed to an ethical approach to living and the values implicit in religion. Students and faculty are encouraged to be active in the work of the church of their choice. Shepherdstown has seven churches: Baptist, Episcopal, Lutheran, Methodist, Presbyterian, Reformed, and Roman Catholic.

Various religious groups provide campus organizations which offer many services and opportunities for students. These denominational student religious

groups are jointly involved in an Interfaith Council which is active throughout the campus life and activities. Opportunities for religious counseling are provided by the members of the Campus Ministers Association. Outstanding leaders in the field of religion speak at student convocations.

College Cultural Activities

From the opening of the college year to the impressive Commencement exercises, Shepherd College students are provided with a full calendar of cultural opportunities.

The Shepherd College Music Department is continually active in presenting a variety of band concerts, choir concerts, recitals, large musical productions, and informal musicals throughout the year.

The Shepherd College Drama Department is noted for its presentation of outstanding plays such as "The Odd Couple", "The Lark", "The Fantasticks", "A Doll's House", "Love in E-Flat", and a number of student directed one acts. Occasional musicals are produced at the college.

An annual Artist Series brings leading musical artists, ensembles, dramatic personalities and outstanding speakers to the campus. In the past, the series has presented lectures by David Schoenbrun and Bill Russell, ensemble music by the Roxbury String Trio and Art Monroe Jazz Trio, internationally known pianist Jerold Frederick, classical guitarist and Baroque lutenist Karl Herres-hoff, the dramatic duo of Richard Gray and Mayo Loiseau, Ensemble De Buenos Aires, and numerous others. In addition, a number of outstanding speakers covering a wide range of topics of general student interest are presented throughout the academic year.

A feature of the culture calendar is an annual Fine Arts Festival in Late Spring which features Art, Music, and Drama, and combines the talents of college, community and guest artists in a week-long series of activities.

An annual film series featuring high quality films is presented in Reynolds Hall, scene of most of the music and drama presentations. In addition to motion picture equipment, this hall is equipped with high-fidelity components aptly suited for playing recordings and transcriptions of all types.

College Assemblies

At the college assemblies there are special entertainment numbers, visiting speakers, and programs prepared by student groups.

Health Services

The Shepherd College Student Health Center is located on the ground floor in the west wing of Gardiner Residence Hall. It is equipped with medical and surgical instruments for the examination, diagnosis, and treatment of minor medical conditions. In addition to an infirmary with accommodations for 8 bed patients it has a waiting area, an office, and a treatment room. The Student Health Center staff consists of two registered nurses and an affiliated physician. One nurse is on duty at all times.

All new students, including transfers must submit a Student Health Record as a **requirement for admission**. The Director of Admissions will provide the form to be used.

Shepherd College will not assume financial responsibility for medical treatment beyond the regular services of the college nurse and physician. In case of serious illness, the student may be hospitalized in the Kings Daughters or City Hospitals of nearby Martinsburg, or parents may be requested to take the student home to their family physician.

Special health services are available to veterans at the Veterans Administration Center, Martinsburg, West Virginia.

Special psychological and psychiatric services are available to all students when recommended through the West Virginia Department of Mental Health Guidance Clinic for Children and Adults, Martinsburg, West Virginia.

Students will have an opportunity on registration day to take advantage of an economical accident and health group insurance plan. Students are encouraged to participate in this plan.

Motor Vehicle Registration

Students who are eligible to have and operate motor vehicles must register all motor vehicles operated or parked on the college campus.

Freshmen and students on academic or social probation (not residing with their parents) are not permitted to operate motor vehicles while under the jurisdiction of the college. Details regarding vehicle regulations are found in the Student Handbook.

Placement Bureau

The college maintains a teacher placement service to assist recent graduates and former students of the college in obtaining positions. Prospective graduates are asked to register with the Bureau early in the semester of graduation. Former students of the college who desire the services of the Bureau are requested to register as early in the year as possible. The necessary blank forms may be secured by correspondence or conference with the Director of the Bureau.

School officials and representatives of government, business and industry are encouraged to use the Bureau in filling positions. They will be supplied information about qualified candidates. Every effort is made to assist students in finding positions for which they are qualified, and to secure advancement for former students. No fee is charged for this service.

Letters should be addressed to the Director of the Placement Bureau, Shepherd College, Shepherdstown, West Virginia 25443.

ATHLETICS

Intramural Sports—Men and women are given an opportunity to participate in a broad and varied program of intramural sports. This program is in operation throughout the school year.

Intercollegiate Athletics—Shepherd College sponsors athletic teams in football, basketball, baseball and swimming. They compete with member colleges of West Virginia Intercollegiate Athletic Conference in the tri-state area. There are also opportunities for participation in track, golf, and tennis.

Women's Recreation Association—The WRA offers a variety of intramural activities to every women student at Shepherd College; promotes interest, participation, and service in WRA events; and encourages sportsman-like conduct and good fellowship. These goals are achieved through numerous intramural activities, interest groups, sports days and clinics both at home and at neighboring colleges and universities.

A Statement of Athletic Policy of Shepherd College

General Statement

We believe that athletes should be treated as all other students in reference to admissions, scholarships, program of study, part-time employment, eligibility and participation in activities representing Shepherd College.

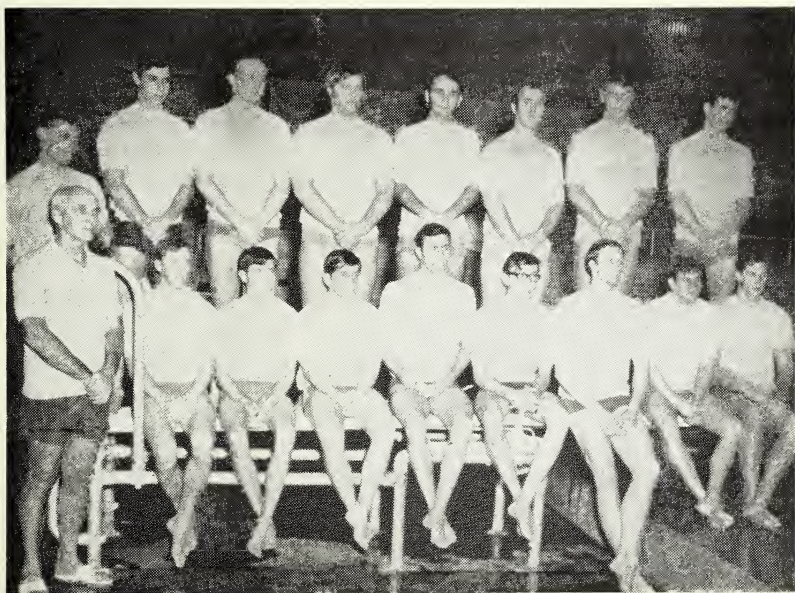
Purposes of Shepherd College's Athletic Program

1. To provide friendly competition and cooperation with other colleges and universities.
2. To develop the physical, mental, emotional, social, and moral well-being of each participant.
3. To stimulate participants to a high calibre of citizenship.
4. To furnish vicarious recreative value of college students, faculty, and community.
5. To provide practical experiences for careers in coaching and teaching sports.

In order that the college may continue to carry on intercollegiate athletic programs pursuant to policies recommended by the North Central Association of Colleges and Secondary Schools, the following minimum standards have been specifically approved by the college:

1. The control and primary responsibility for the conduct of the intercollegiate athletic program is exercised by the President upon the recommendation of the Athletic Committee, which is composed of representatives of the faculty and the student body.
2. The members of the coaching staff are regularly constituted members of the faculty and have the same professional status and tenure as other faculty members. The method of appointment, salary, and qualifications for membership on the faculty are similar to those of other faculty members.
3. Athletes are required to maintain the same academic standards as non-athletes.

4. The award of any student aid, student loan, or student employment to an athlete is made through the regular agency of the college for granting of aid to all students. Such aids are awarded on a basis which will not discriminate for or against presumed or recognized athletes. An athlete is required in employment to give full and honest return for pay received.
5. All athletic funds are handled by the Business Manager of the college. An audit of the receipts and disbursements of these funds is made annually by the auditors of the West Virginia Tax Commissioner and a report thereof made to the President and to the West Virginia Board of Education.
6. The practice of bringing prospective athletes to the campus for athletic try-outs or paying their expenses for the campus visitation is not permitted.
7. An effort is made to compete with colleges having similar educational and athletic policies.
8. Shepherd College is a member of the West Virginia Intercollegiate Athletic Conference and the Mason-Dixon Intercollegiate Conference. The same eligibility rules apply to all contests with teams not in these Conferences.



Swimming Team 1969-70

Section VI

ACADEMIC PROGRAM

The College Plan of Organization

The academic program of the college is organized on a divisional basis. Each of the eight divisions has a chairman who presides at the monthly meeting. These chairmen compose the Academic Committee, which serves as an advisory group to the Academic Dean. Purposes of the curricula in each division operate within the framework of the philosophy of the college.

Academic Divisions, Explanation of College Course Numbers And Terms

The college academic program has eight major divisions. The course areas under each division and numbers assigned follow:

Div. No.	DIVISION AND COURSE AREA
11	Business Administration Courses
12	Economics Courses
13	Business Education Courses
21	Education Courses
22	Psychology Courses
31	Art Courses
32	Music Courses
41	Health and Physical Educ. Courses
51	Home Economics Courses
60	Composition Courses
61	Literature Courses
62	Journalism Courses
63	Library Science Courses
64	French Courses
65	German Courses
67	Philosophy Courses
68	Religion Courses
69	Speech, Drama and Broadcasting Courses
71	History Courses
72	Political Science Courses
73	Sociology Courses
74	Geography Courses
81	Biology Courses
82	Chemistry Courses
83	Physics Courses
84	General Science Courses
85	Mathematics Courses
86	Nursing Education
87	Medical Technology

Numbering of Courses—Courses 100 to 199 are normally for first-year students; courses 200 to 299 are for second-year students; courses 300 to 399 are for third-year students; courses 400 to 499 are for fourth-year students.

All courses numbered below 300 are lower-division courses, and courses numbered 300 or above are designed as upper-division courses.

First-year students are not usually admitted to courses numbered 300 or above. Third-year and fourth-year students are expected to elect at least half of their work from courses numbered 300 or above.

Meaning of Terms Used—The term **hour** or **hours** means semester hour or hours. A **semester hour** consists of one hour of recitation with two preparation hour per week. From twelve to seventeen semester hours constitutes a full-time load for a student in a semester. The **normal load** is sixteen hours, thus making 128 hours in eight semesters or four years, 128 hours being required for a degree.

The term teaching field means the subject matter field of specialization in a curriculum for teachers. A student elects two teaching fields or one comprehensive field. The terms **major** and **minor** refer to areas of specialization in the college liberal arts curriculum. The student ordinarily has seven years to complete his program under a given catalog.

Schedule of Classes

Complete Schedule of Classes Offered Each Semester—A complete schedule of classes offered each semester, showing days of the week and the hours at which they will meet, will be available before the beginning of the semester. Each course will be given as scheduled if ten or more students register for the course. If fewer than ten students register, college officials reserve the right to cancel the course. Each course for which no semester or year is indicated will be offered when the Academic Dean, in cooperation with the division chairman and the instructor, determines the need and recommends that it be given.

Classification of Students

Classification of students is made on the following basis: first year, 24 semester hours or less; second year, 25 to 56 semester hours; third year, 57 to 91 semester hours; fourth year, 92 or more semester hours.

Amount of Work Taken

Thirty-two semester hours of work each year will usually prove sufficient for the average student. The first semester's work should not exceed seventeen hours, and the work of any subsequent semester will be limited to seventeen hours, unless preceding work has reached a quality point average of 3.000. Students who have an average of 3.000 through 3.499 on the preceding semester's work may carry eighteen semester hours. Students who have an average of 3.500 through 4.000 on the preceding semester's work may carry nineteen semester hours. Exceptions to these rules may be made only on petition to the Academic Dean.

The normal load is six semester hours of credit for each **summer term** with a total of twelve semester hours for the summer session.

Fourteen semester hours is the maximum load during the two terms. A student must have at least a "B" average on the last semester's work or on all work taken, or be a candidate for graduation at the end of the summer session in order to be eligible to take fourteen semester hours. Exceptions can be made on petition to the Academic Dean.

Withdrawal and Change in Assignment

Students desiring any change in assignment or permission to withdraw or add any course during the first week of classes should consult the Registrar. After the first week of classes withdrawals from classes can be permitted only on petition to the Academic Dean. The withdrawal procedure is incomplete until all necessary signatures have been secured. This must be done during the specified time limit shown in the current academic year calendar.

Necessary withdrawals from school should be processed through the Academic Dean's office to avoid having all work reported as failures. Unauthorized withdrawals from class or school are reported as failures.

Withdrawal from the college must be reported and financial clearance made at the business office. (See **Marking System** below for additional information on withdrawals.)

Marking Schedule

A—Superior; B—Good; C—Average; D—Below Average, lowest passing grade; F—Failure; I—Incomplete; W—Withdrew, grade given for withdrawal during first five weeks; WP—Withdrew passing after first five weeks; WF—Withdrew failing after first five weeks; IF—Failure due to irregular withdrawal from college or from a single class. No withdrawals from a particular class will be permitted during the last three weeks of the semester or the last week of summer school. Students withdrawing from college will be given grades of WP or WF as warranted.

E—Condition indicates unsatisfactory work. When the condition is removed, the grade cannot be higher than D.

If the deficiency reported by E is not made up within a year, the grade automatically becomes F.

I—Incomplete is given to all students who miss some of the last exercises because of illness or other equally good reasons. When the work missed is done satisfactorily, the final grade may be any of four passing marks.

If the deficiency represented by I is not made up within a year, the grade automatically becomes F. A grade of C cannot be repeated to improve quality points. Students need to be aware that an incomplete grade carries no quality points and in computing averages is treated in the same manner as an "F".

FINAL EXAMINATIONS

The final examination schedule for the regular academic year is prepared by the Academic Dean and appears in the Master Class Schedule printed before the beginning of the first and second semester of the current academic year.

"Last-semester seniors (graduating at the end of either the Fall or Spring semester) with a quality-point rating of 3.0 or better in a given course (this recommendation not to include General Education courses) may be excused from the final examination at the option of the professor. Such students may elect to take the final examination which will then count in the determination of the final grade.

This policy does not apply to courses taken during summer sessions.

Quality Points

The quality-point average is computed on **all** work for which the student has registered, except for the courses with grades of W and WP, and is based on the following quality-point values for each semester hour of credit:

A	B	C	D	F	WF	FIW
4	3	2	1	0	0	0

REPEATING COURSES

If a student who began his college work for the first time in September 1968 or thereafter earns a grade of "D" or "F" on any course taken no later than the semester or summer term in which he has attempted a total of 60 semester hours, and if he repeats this course one time only, the first grade shall be disregarded for the purpose of determining the student's quality point average and the grade earned the second time this course is taken shall be used in determining his grade point average. If a student repeats a course more than two times, the grades of all attempts shall count. (Note: The first grade recorded shall not be deleted from the student's record.)

INCOMPLETE GRADES AND PROBATION POLICY

I. Incomplete Grades. Incomplete grades (I) are exceptional. The grade is to be given only to a student whose work in a course has been qualitatively satisfactory, when, because of illness or other circumstances beyond the student's control, he has been unable to complete the course requirements. In cases where this mark is given, the student must complete the work assigned by the instructor within twelve (12) calendar months after the grade is issued or the mark will become an "F". An "I" is counted as an "F" on a student's record until such time as the work is completed in accordance with academic regulations or the lapse of one year, whichever occurs first. A student may not enroll in a course for which he has received an "I" until the "I" is replaced by a grade.

II. Probation Policy. The following probation policy will become effective August 22, 1970. Students on probation at that time will be con-

tinued on probation until their overall cumulative average on all hours attempted reaches 2.000.

At the end of each grading period—defined as each regular semester—each student's cumulative grade point average (the number of earned quality points divided by the number of attempted semester hours hereinafter referred to as "attempted hours") will be determined.

Rule A. When a student's cumulative grade point average falls below 1.600 on a total of sixty (60) **or less** hours attempted, the student shall be placed on academic probation.

Rule B. When a student's cumulative grade point average falls below 1.900 on a total of sixty-one (61) **or more** hours attempted, the student shall be placed on academic probation.

In the computation of the cumulative grade point average a grade of "I" will be included as hours attempted. When the grade of "I" is replaced by a passing or failing grade, an appropriate entry will be made in the cumulative grade point average by the Office of the Registrar. Note—the grade of "I", "IF", or "WF" is counted as "F" when determining a student's cumulative grade point average.

A student placed on probation under Rule A or B above must earn a minimum semester grade point average of better than 2.000 and carry no less than twelve semester hours nor more than fifteen hours each semester following his placement on academic probation until his cumulative grade point average reaches 2.000.

A student on academic probation whose semester grade point average is 2.000 or less shall be dismissed from the College for the next regular semester. Those students on probation who are suspended for academic reasons for **the first time** at the end of the second semester of any academic year, may be eligible to return for the first semester of the next academic year provided they attend summer school at Shepherd College for both summer sessions **and** take a minimum of eleven (11) semester hours of subjects approved by the Academic Dean or in his absence the Div. Chairman or Registrar **and** achieve a 2.000 average on the hours attempted during the summer session. The student may expect automatic readmission if he complies with the provisions outlined above and is otherwise in good standing at the College. It should be noted that although the student is eligible to return for the first semester of the next academic year, he still is regarded as having one suspension on his record.

A student on probation who carries less than twelve semester hours or withdraws from the college after the first five (5) weeks of the semester shall not be permitted to enroll in the college for the next regular semester. Exceptions may be made by the Admissions and Credits Committee.

A student may reapply for admission to the college after **one** academic dismissal by completing a re-admission application **and** by writing to the Chairman of the Admissions and Credit Committee.

If a student who has been readmitted after one academic dismissal fails to achieve a semester grade point average of better than 2. on twelve or more semester hours, he shall be dismissed from the college. Note—a student who is ten (10) quality points or less from achieving a 2.000 average on all attempted hours may appeal for reinstatement after twelve (12) consecutive months following his second dismissal by writing to the Chairman of the Admissions and Credits Committee.

A student on academic probation who has been seriously ill during a semester should bring this to the attention of the Dean of Student Affairs or his representative on or before the last day of the final examination period of that semester. The Admissions and Credits Committee will take this into consideration when determining his status for the next semester. The student on probation is not to assume that illness will allow him to register for the next semester if his semester grade point is 2.000 or below.

Eligibility for the Dean's List

To be so honored, a student must carry at least 15 hours of work or be in the professional teaching block. He must maintain a 3.2 average for the semester. A student with a 15 hour load which includes library practice is also eligible.

ATTENDANCE POLICY

The attendance policy will appear in its revised form in the Student Handbook.

Selecting a Minor or Second Teaching Field

Students should be aware of the value and necessity of choosing a minor or a second teaching field early in their college career. Delaying this decision beyond the sophomore year may well mean that the student, unable to complete the requirements for his minor or second teaching field within the remaining two years, will be forced to attend college for an additional one or two semesters. For this reason the following policy has been adopted.

Registration for the semester in which he will enroll for his forty-ninth semester hour shall not be complete and valid for any liberal arts student until he declares a minor, or for any student in secondary education who is pursuing an associate teaching field until he has declared a second teaching field.

The student is to select some faculty member in the minor or second teaching field to act as his consultant. Consultants will furnish the students with forms upon which information pertaining to the minor or second teaching field program will be recorded along with the signature of the faculty consultant and any commentary resulting from the conference between the student and his consultant. (The nature of the forms is at the discretion of the divisions, but the forms should be consistent within each division.) Duplicate forms will be kept for each student, one copy being retained by the consultant and the other being returned by the student to his adviser. The adviser will not sign the student's trial schedule for the semester containing the student's forty-ninth semester hour until he has received the form.

If the student is unable to select a minor or a second teaching field, his adviser will select one for him, where possible, within the adviser's own division.

In case of continued indecision on the part of students in secondary education in selecting a second field, advisers will encourage them to pursue a comprehensive teaching field.

ACADEMIC DISHONESTY: Cheating in all its forms, including plagiarism, and cheating on visual work, is considered an academic matter to be controlled and acted upon by the individual faculty member. It is obvious that all instances of academic dishonesty cannot be prevented or penalized, but those which are detected will be dealt with severely.

Students guilty of academic dishonesty on examinations in any course shall receive, as a minimum penalty, a grade of "F" in that course. Such action shall be taken by the instructor, with written notification to the division chairman and the Dean of the Faculty. Repeated offenses shall subject the student to suspension or dismissal from the College. Students involved in facilitating academic dishonesty among others, such as by the unauthorized dissemination of examination materials, will be subject to disciplinary action beyond that called for by their own cheating in a course.

PLAGIARISM is "the act of stealing and using, as one's own, the ideas, or the expression of the ideas, of another." Whether that other is another student or a published author, plagiarism is cheating. Detailed instructions on avoiding plagiarism will be given to you in your required English courses, and comments also may be made by instructors in other courses for which you write papers. Plagiarism of words is the most serious offense. Direct quotations always must be indicated, for to present someone else's words as if you had thought them up is open dishonesty. Nor does the altering of a word here and there, any more than the defacing of a serial number on an engine, alter the theft. Plagiarism of ideas, for students who must depend upon the ideas of others while developing their own, is a more difficult offense to define. A good rule is never to borrow an idea which is important to your paper, particularly if you found it in print, without "paying for it" with an acknowledging footnote. Do not borrow notes from a book without indicating their sources, for this is to claim the reading of books you have never seen. Plagiarism will be penalized by instructors according to the degree of dishonesty they judge is involved.

**PROGRAM OF GENERAL STUDIES ADOPTED BY THE
SHEPHERD COLLEGE FACULTY EFFECTIVE
SEPTEMBER 1965**

	For All Four Year Degrees	Required Hours
Humanities		19
Written English 101 and 102	6	
Fundamentals of Speech 202	3	
English Literature Survey 203	3	
American Literature Survey 204	3	
Introduction to Visual Arts 103	2	
Music Appreciation 111	2	
*Foreign Language		
**Science and Mathematics		11
Biology 101 and 102 or P.S. 103 and 104		
Life Science or Physical Science	8	
Mathematics 215	3	
Social Studies		15
History 101 and 102; Contemporary Civilization and Its World Background with emphasis upon the Development of Western Culture	6	
Sociology 203, Economics 205 and Government 101	9	
Physical Education Orientation 121 and 122		2
Total		<u>47</u>

The General Education Requirements are designed to help the student to understand the cultural heritage of Western civilization and to provide him with that common knowledge and philosophy for effective living as a good citizen in a democratic society.

*Foreign language is required for the non-teaching Bachelor of Arts degree and recommended in some areas for the Bachelor of Science degree. Requirement may be waived by the Modern Language Department for students presenting three (3) high school units of credit in one language, and only six (6) semester hours in a language is required for students presenting two (2) high school units in one language. It is assumed that the college language courses will not duplicate high school courses. The language instructor will give placement test to determine standing.

Human Development is required for teacher education.

See pages 85 and 86 for complete degree requirements for the Bachelor of Arts degrees in Elementary and Secondary Education.

English 101 is prerequisite to English 102. English 102 is prerequisite to all other English courses except 202 Fundamentals of Speech. Students are not ordinarily permitted to drop English 101.

English 101 may be waived by special examination or on the basis of freshman placement tests, but no credit is allowed. Students are expected to take an advanced English course as a substitute.

*Students majoring in Home Economics are expected to take 8 hrs. of Elementary Chemistry to meet the science requirement.

II RECOMMENDED FRESHMAN AND SOPHOMORE SCHEDULE FOR STUDENTS PURSUING A LIBERAL ARTS CURRICULUM

Freshman Year			
First Semester		Second Semester	
English 101	3	English 102	3
History of Civilization 101	3	History of Civilization 102	3
General Biological Science 101 or General Physical Science 103	4	General Biological Science 102 or General Physical Science 104	4
Orientation in Physical Education 121	1	Orientation in Physical Education 122	1
*Electives	5	*Electives	5
<hr/>		<hr/>	
16		16	

Sophomore Year			
First Semester		Second Semester	
General Sociology 203	3	Economics 205	3
English Literature 203 or American Literature 204	3	Speech 202	3
Art 103 or Music 111	2	Art 103 or Music 111	2
Introduction to Mathematics 215	3	English Literature 203 or American Literature 204	3
Language	3	Language	3
Electives	3	Electives	3
<hr/>		<hr/>	
17		17	

III DEGREE REQUIREMENTS FOR MAJOR AND MINOR AREAS OF SPECIALIZATION

Bachelor of Arts Degree	Semester	Hours
	Major	Minor
Art	36	26
English	39	27
French		21
Geography		24
History	30	24
Journalism		21
Library Science		26
Mass Communication		24
Music	40	26
Religion and Philosophy		17
Psychology		23
Speech and Drama	33	24
Sociology		21
Bachelor of Science Degree		
Biology	30	26
Business Administration	44	32
Home Economics	56	
Hotel-Motel and Restaurant Management	66	
Secretarial Administration	44	24
Sociology and Social Welfare	64	
Chemistry	32	24
Economics	36	27
Mathematics	30	24
Physics		22
Political Science	30	21

*Electives should be taken on the advice of the adviser in the major and minor fields.

IV GENERAL REQUIREMENTS FOR GRADUATION

Degrees Conferred: The Bachelor of Science degree is conferred upon graduates majoring in biology, business administration, secretarial administration, chemistry, economics, mathematics, and political science. The Bachelor of Arts degree is conferred upon majors in art, English, history, music, and speech and drama. Bachelor of Arts degrees are Bachelor of Arts, Bachelor of Arts in Elementary Education, and Bachelor of Arts in Secondary Education. Both major and minor fields, with a "C" average, are required for nonteaching degrees. Requirements for two year Associate of Science degrees are listed under the Division of Business Administration.

"No student will be awarded two degrees simultaneously. In order to be awarded a second degree, a student will need to take at least 30 hours of additional credit. For the second degree he will follow the catalog most recently issued. Meeting requirements for a teaching certificate for Liberal Arts graduates would not involve conferring an additional degree." June, 1963, was the last possible date for students to receive two degrees under the provisions of previous catalogs.

Semester hours required: For graduation, a minimum of 128 semester hours with 256 quality points are necessary. Of the 128 hours of credit, a minimum of 45 must be earned in courses above the sophomore level. This requirement is waived for majors in elementary education entering in September, 1965 and thereafter.

Electives: Elective courses in the major, minor or teaching field must be approved by the adviser.

Residence: At least 32 semester hours of resident study at this college is required before graduation. A majority of these hours must be done in residence during the year of graduation. Formal graduation exercises are held once a year at the close of the second semester.

The final six hours of work must be completed at this institution unless the candidate is excused by the Committee on Admissions and Credits. A \$12.00 Graduation Fee and Application for Graduation are required and due according to the dates established in the current calendar. The Application is available in the Office of the Registrar and an appointment is made with the Registrar or Assistant Registrar at that time to check the candidate's eligibility for graduation. Seniors on campus are asked to make Application for Graduation at the beginning of the first semester of their senior year in order to make a careful check of their eligibility.

Work completed at another institution: All work taken at another institution which is to be applied to a degree or teaching certificate at Shepherd must be approved in advance.

It is the student's responsibility to check on all requirements and to make inquiry if there is any doubt of his meeting any of them. A frequent check on requirements as listed in the college catalog, and frequent conferences with advisers are desirable to make sure that the student is making regular progress. It is well to get required courses completed as soon as possible to prevent conflicts of prescribed subjects during the senior year. A student will have a seven-year period to complete requirements under the catalog in effect at the time of entrance. A student may elect to graduate under a later catalog than the one under which he entered. However, he is not permitted to split catalogs.

Quality-Point Requirement: For graduation and/or certification the applicant shall have a quality-point ratio of 2.00 (average of C) on all work attempted with the exception of courses with grade of W and WP. This policy took effect at the beginning of the 1956 summer session. Work taken prior to June, 1956, will be computed in accordance with the regulations in force at the time the work was taken. A quality point deficit acquired at Shepherd

cannot be made up at another institution. (See Division of Education for new quality point requirements in teacher education).

Graduation With Honors: Candidates for degrees who maintain high averages of scholarship are graduated with honors. Honors are determined by the cumulative quality-point average of the student's work at graduation: Highest Honors, "Summa Cum Laude," 3.75 and above; High Honors, "Magna Cum Laude," 3.50 to 3.74; Honors, "Cum Laude," 3.00 to 3.49.

McMurrin Scholar: In 1961 the faculty created the award of McMurrin Scholar, which is the highest honor awarded at Shepherd College.

(See list in the back of current catalog.)

SPECIAL REQUIREMENTS

1. All candidates for degrees must be of good moral character and must have maintained a good citizenship record.

2. An application for graduation and a \$12.00 graduation fee must be filed with the Registrar according to the dates established in the current calendar.

3. Candidates for graduation are required to attend the commencement exercises for the conferring of degrees.

4. All obligations to the college must be paid before commencement.

5. All graduates must make a satisfactory grade on the sophomore English test (effective for all graduates, June, 1964). This requirement can be waived on the recommendation of the Academic Dean and the Chairman of the English Division. Students with a B average in the three basic English courses are excused.

6. Circumstances may exist where the major professor may have reason to believe that a student should take additional courses in order to be recommended for graduation. This requirement must be met by the student in the event that the majority of the members of the Division and the Academic Dean so recommend. This decision must be made prior to the beginning of the student's final semester.

7. Candidates in Teacher Education must have NTE scores on record for both commons and teaching area.

8. Nonteaching graduates must have a GRE score on record.

NOTE: Candidates have the opportunity to register with the College Placement Bureau and file a suitable photograph without charge for the service.

SPECIAL EXAMINATION FOR COURSE CREDIT

Application must be made to the Academic Dean for permission to take a special examination. To qualify for permission to take such an examination, an applicant must be enrolled at Shepherd College on a full-time basis. The applicant must, in addition, establish eligibility in regard to his background in the area concerned and be recommended by the chairman of the division and the instructor concerned. In order to gain college credit by special examination, the student must demonstrate better than average proficiency in the examination. Examinations will not be given for courses in which the student has obtained a low grade previously. A failing grade will not be recorded.

Applicants must pay a fee of \$3.00 for each special examination, and must be regularly enrolled at the time of taking the examination. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if any examination is failed. Upon completion of the foregoing requirements, the student will receive "credit" for the course with no letter grade designated. This will not affect the quality point average of the student.

PREPARATION FOR PRE-PROFESSIONAL AND VOCATIONAL STUDY

The following programs have been coordinated with the Registrar and Dean of West Virginia University: pre-pharmacy, pre-dental, pre-medical, pre-veterinary, pre-medical technicians and courses basic to engineering and to agriculture.

Shepherd College offers pre-professional and vocational preparation, and each year graduates of the college enter the leading universities and professional schools of the country.

PRE-PHARMACY

First Year			
First Semester		Second Semester	
English 101	3 hrs.	English 102	3 hrs.
Biology 208	4 hrs.	Biology 209	4 hrs.
Chemistry 101	4 hrs.	Chemistry 102	4 hrs.
Mathematics 106	3 hrs.	Mathematics 201	3 hrs.
Physical Education 121	1 hr.	Physical Education 122	1 hr.
Total	15 hrs.	Total	15 hrs.

Second Year			
First Semester		Second Semester	
Chemistry 315	4 hrs.	Chemistry 316	4 hrs.
Physics 211	4 hrs.	Physics 212	4 hrs.
Economics 205	3 hrs.	Psychology 104	3 hrs.
English 203	3 hrs.	*Liberal Arts Elective	3 hrs.
Psychology 103	3 hrs.	Economics 206	3 hrs.
Total	17 hrs.	Total	17 hrs.

PRE-DENTAL

First Year			
First Semester		Second Semester	
English 101	3 hrs.	English 102	3 hrs.
Biology 208	4 hrs.	Biology 209	4 hrs.
Chemistry 101	4 hrs.	Chemistry 102	4 hrs.
Mathematics 106	3 hrs.	Mathematics 201	3 hrs.
Physical Education 121	1 hr.	Physical Education 122	1 hr.
Total	15 hrs.	Total	15 hrs.

Second Year			
First Semester		Second Semester	
German 101 or French 101	3 hrs.	German 102 or French 102	3 hrs.
Physics 211	4 hrs.	Physics 212	4 hrs.
Biology 332	4 hrs.	Biology 406 or 401	4 hrs.
Chemistry 315	4 hrs.	Chemistry 316	4 hrs.
Psychology 103	3 hrs.	Psychology 104	3 hrs.
Total	18 hrs.	Total	18 hrs.

For the third and fourth year curriculum see adviser.

Note: The minimum requirement for admission to a school of dentistry is three years pre-dental preparation.

Courses in biological science and chemistry should not include subjects that are duplicate courses given in schools of dentistry, such as biological chemistry, human physiology, etc.

Organic chemistry is usually deferred until the third year of pre-dental preparation unless the student wishes to apply to a school of dentistry after completing only two years of pre-dental work. Organic chemistry should then be taken during the second year of college or during the summer following the second year.

Third and fourth year work will be planned to suit the needs of the individual student. This will be based upon the requirements of the particular dental school which the student plans to enter.

Students who transfer to dental school at the end of the third year at Shepherd may transfer their first year work at such school back to Shepherd in order to qualify for the B.S. degree. In such cases students must satisfy the Shepherd general education requirements.

PRE-MEDICAL

First Year			
First Semester		Second Semester	
English 101	3 hrs.	English 102	3 hrs.
Biology 208	4 hrs.	Biology 209	4 hrs.
Chemistry 101	4 hrs.	Chemistry 102	4 hrs.
Mathematics 106	3 hrs.	Mathematics 201	3 hrs.
Physical Education 121	1 hr.	Physical Education 122	1 hr.
Total	15 hrs.	Total	15 hrs.

Second Year			
First Semester		Second Semester	
French 101	3 hrs.	French 102	3 hrs.
Physics 211	4 hrs.	Physics 212	4 hrs.
Biology 332	4 hrs.	Biology 406 or 401	4 hrs.
Chemistry 315	4 hrs.	Chemistry 316	4 hrs.
Psychology 103	3 hrs.	Psychology 104	3 hrs.
Total	18 hrs.	Total	18 hrs.

For the third and fourth year curriculum see adviser.

Note: The minimum requirements for admission to a school of medicine is three years of pre-medical preparation.

Courses in biological science and chemistry should not include subjects that are duplicate courses given in schools of medicine, such as biological chemistry, human physiology, etc.

Third and fourth year work will be planned to suit the needs of the individual student. This will be based upon the requirements of the particular medical school which the student plans to enter. Medical schools expect the student to have completed at least three years of pre-professional training; many require four years of work with a degree. In all cases Chemistry 315 and 316 will be required in the third-year program. Shepherd is prepared to meet these needs.

Students who transfer to medical school at the end of the third year at Shepherd may transfer their first year of work at such school back to Shepherd in order to qualify for the B.S. degree. In such cases students must satisfy the Shepherd general education requirements.

PRE-VETERINARY**First Year**

First Semester		Second Semester	
English 101	3 hrs.	English 102	3 hrs.
Mathematics 106	3 hrs.	Mathematics 201	3 hrs.
General Botany 208	4 hrs.	General Zoology 209	4 hrs.
General Chemistry 101	4 hrs.	General Chemistry 102	4 hrs.
Physical Education 121	1 hr.	Physical Education 122	1 hr.
		Elective	2 hrs.
Total	15 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
General Physics 211	4 hrs.	General Physics 212	4 hrs.
Comparative Anatomy 332	4 hrs.	Genetics 344	3 hrs.
Bacteriology 302	4 hrs.	Fundamentals of Speech 202	3 hrs.
Electives	2 hrs.	Electives	3 hrs.
Total	14 hrs.	Total	13 hrs.

For the third and fourth year curriculum see adviser.

Note: Other courses will be recommended to the student to meet the requirements of the particular school of veterinary science which he plans to enter; his needs for a B.S. degree will be borne in mind. Those who may plan a three-year pre-veterinarian program, the adviser will assist in scheduling such courses as will be of most value.

MEDICAL TECHNOLOGY**First Year**

First Semester		Second Semester	
English 101	3	English 102	3
Biology 208	4	Biology 209	4
Chemistry 101	4	Chemistry 102	4
Trigonometry 106	3	Advanced Algebra 201	3
Physical Education 121	1	Physical Education 122	1
		Music 111 or Art 103	2
Total	15	Total	17

Second Year

First Semester		Second Semester	
Biology 332	4	Biology 321	3
Chemistry 315	4	Chemistry 316	4
History 101	3	History 102	3
Psychology 103	3	Psychology 104	3
*Electives	2 or 3	*Electives	3 or 4
Total	16 or 17	Total	16 or 17

Third Year

First Semester		Second Semester	
Chemistry 311 or 319	4 or 3	Histology 401	4
Bacteriology 302	4	*Electives	12 or 13
*Electives	4 or 5		
Total	16 or 17	Total	16 or 17

*All electives are subject to the approval of the adviser. Physics is strongly recommended as an elective. Other electives must be taken from the General Education group.

See page 163 for the program offered during the fourth year at the Veterans Administration Center.

This program will be offered cooperatively by Shepherd College and the Veterans Administration Center, Martinsburg, West Virginia. The first three years of work as listed above will be given at Shepherd College. The student must complete a minimum of 96 hours before leaving the Shepherd College campus. The fourth year consists of 12 months of instruction and laboratory experience at the Veterans Administration Center, Martinsburg, West Virginia. Upon successfully completing this program, the participant will be granted a Bachelor of Science degree in Medical Technology. Graduates are eligible for certification by the Board of Registry of the American Society of Clinical Pathologists after having successfully passed the National Examination required for certification.

By a cooperative arrangement with Hagerstown Junior College those who complete the prescribed curriculum at Hagerstown Junior College may, if they meet the admission standards at Shepherd College, transfer to Shepherd College for the completion of one or two years of additional work. In either case they may, through Shepherd College, seek their clinical training at the Veterans Administration Center, Martinsburg, West Virginia.

COURSES BASIC TO ENGINEERING

One-Year Program			
First Semester		Second Semester	
English 101	3	English 102	3
Trigonometry 106	3	General Chemistry 102	4
Advanced Algebra 201	3	Analytic Geometry 232	4
General Chemistry 101	4	History 102	3
History 101	3	Elective	3
Total	16	Total	17

COURSES BASIC TO AGRICULTURE

First Year*			
First Semester		Second Semester	
English 101	3	English 102	3
Biology 208	4	Biology 209	4
Chemistry 101	4	Chemistry 102	4
Mathematics 106	3	Mathematics 201	3
Physical Education 101	1	Physical Education 122	1
History 102	3	Electives	2 or 3
Total	18	Total	17 or 18

Second Year			
First Semester		Second Semester	
Bacteriology 302	4	Speech 315	3
Chemistry 315	4	Chemistry 316	4
Speech 202	3	Biology 321	3
Sociology 203	3	Sociology 205	3
Elective	2 or 3	Elective	3
Total	16 or 17	Total	16

*Students planning to enter areas other than agricultural science should transfer to West Virginia University at the end of the first year. Students who plan to study agronomy should not take Biology 321.

PRE-THEOLOGICAL STUDIES

The American Association of Theological Schools proposes no one course of study as "best" for students who plan to enter seminary, but emphasizes that those students should be able, upon graduation from college, to demonstrate the ability to use certain tools of the educated man. Recommendations generally indicated by seminaries include such minimal statements as these: English, 12-16 semester hours; history, 8-12 semester hours; foreign language, 12-16 semester hours; religion, 8-12 semester hours; natural sciences, 12-16 semester hours; social studies, 12-16 semester hours; philosophy, 8-12 semester hours; psychology, 4-6 semester hours.

Of the possible areas of concentration offered at Shepherd College students who plan to enter seminary would be well advised to consider either English or history for their major. The area of religion and philosophy is recommended for the minor.

The following schedule represents a recommended program for the first two years.

First Year		Second Semester	
First Semester			
Written English 101	3	Written English 102	3
History of Civilization 101	3	History of Civilization 102	3
Orientation in Physical Education 121	1	Orientation in Physical Education 122	1
General Physical Science 103	4	General Physical Science 104	4
Music 111	2	Introduction to Philosophy 101	3
Old Testament 308a	2	New Testament 308b	2
	15		16
Second Year		Second Semester	
First Semester			
Fundamentals of Speech 202	3	Ethics 315	3
Sociology 203	3	Introduction to Visual Arts 102-103	2
General Psychology 103	3	Sociology 205	3
History of Philosophy 305	3	General Psychology 104	3
Foreign Language	3	Twentieth Century Philosophy 306	2
	15	Foreign Language	3
			16

The student and his adviser will determine, in conjunction with the major chosen, the schedule of courses for the third and fourth years.

PRE-LAW

Students interested in pre-law should realize that law schools throughout the country differ to some degree in entrance requirements. The student who wishes to transfer to law school should select a university and write immediately to the college of law for information relative to these requirements. Students who wish to enter law school should consult with the professor of political science before registering. The following courses are suggested as those likely to be most useful in pre-legal training:

Written English 101, 102	6
Voice and Diction 200	3
Fundamentals of Speech 202	3
Early American History 201	3
Later American History 202	3

Modern European History 333	3
Principles of Economics 205	3
Economic Problems 206	3
General Sociology 203	3
American Federal Government 101	3
Constitutional Law 401	3
Business Law 312	3
World Government and Politics 405	3
History of Political Theory 315	3
Recent and Contemporary Theory 316	3

DIVISION OF BUSINESS ADMINISTRATION

Mr. Printz, Chairman; Mr. Brown; Mr. Buterbaugh;
Mr. Clark; Mrs. Colston; Mr. Duffy; Mr. Morgan; Mr. Rath.

Purposes: To prepare college students to enter the business world or to teach in high schools. This division concentrates on the fundamental disciplines underlying the practices of business. The program is designed to provide education in specific business techniques which change rapidly. The best education for the business leader of tomorrow is one that increases his capacity to learn during the remainder of his life. The program is concerned with the principles of management common to all enterprise, and the student is expected to develop an insight into basic tenets and analytical skills that will equip him to meet the needs and problems to diverse types of business. As part of his program the student may elect to concentrate on one of the major functional aspects of business: accounting, data processing, marketing, or Hotel-Motel and Restaurant Management.

BUSINESS ADMINISTRATION

This curriculum is designed for the student who desires a broad background in business fundamentals. Preparation for positions in executive and managerial areas is emphasized.

Curriculum for a Major in Business Administration

Required courses, 45 hours:

Introduction to Business 150	3
*Advanced Algebra 201	3
Introductory Accounting 201, and 202	6
Management of the Enterprise 251	3
Business Law 312	3
Business Statistics 314	3
Intermediate Accounting 329 and 330	6
Marketing 340	3
Written Communications in Business 345	3
Human Relations in Industry 390	3
Corporation Finance 400	3
Personnel Management 409	3
Electives selected with the consent of the adviser	3

All business administration majors are expected to minor in economics. Permission, in writing, from the chairman of the division is required if any other minor field is elected. Prior approval of electives is required and electives must be substituted where course requirements are identical in the major and minor.

*See Division of Science and Mathematics for course description.

Language: No requirement, but French or German is strongly recommended.

Curriculum for a Major in Business Administration with a Concentration in Accounting

In recent years due to taxation, government regulation, and the necessity for a firm to have adequate cost information there has been a tremendous increase in the demand for accountants. Courses are offered to prepare students for careers in this area.

Required courses, 45 hours:

Introduction to Business 150	3
*Advanced Algebra 201	3
Introductory Accounting 201, and 202	6
Management of the Enterprise 251	3
Business Statistics 314	3
Business Law 312	3
Intermediate Accounting 329	3
Intermediate Accounting 330	3
Advanced Accounting 331	3
Written Communications in Business 345	3
Corporation Finance 400	3
Cost Accounting 401	3
Auditing 402	3
Income Tax 404	3

Curriculum for a Major in Business Administration with a Concentration in Data Processing

This concentration prepares the student for a career in Automatic Data Processing (ADP) which now occupies prominence in many fields of endeavor, especially business enterprises.

Required courses, 45 hours:

Introduction to Business 150	3
Advanced Algebra 201	3
Introductory Accounting 201, and 202	6
Introduction to Data Processing 214	3
Computer Programing 235	3
Management of the Enterprise 251	3
Business Law 312	3
Business Statistics 314	3
Intermediate Accounting 329, and 330	6
Written Communications in Business 345	3
Introduction to ADP Systems 346	3
Human Relations in Industry 390	3
Systems 411	3

Curriculum for a Comprehensive Major in Hotel-Motel and Restaurant Management

There has been an increasing demand for college trained students in this area. Students selecting this concentration need not elect a minor.

Required courses, 66 hours:

Introduction to Business 150	3
Introductory Accounting 201 and 202	6
Economic Problems 206	3
Survey of Food Services 207	3
Introduction to Data Processing 214	3
Management of the Enterprise 251	3
Lodging Management 303	3

Food Production Systems 309	3
Business Law 312	3
Business Statistics 314	3
Nutrition 318	3
Intermediate Accounting 329	3
Written Communications in Business 345	3
Marketing 340	3
Personnel Management 409	3
Systems 411	3
Service Industry Externship 490	3
Service Industry Externship 491	3
Service Industry Externship 492	3
Electives with consent of advisor in Business or Home Economics	6

In addition to the comprehensive major listed above a student must take the courses listed in the catalog under "General Studies" except that General Chemistry 101 and 102 will be substituted for the science requirement.

Curriculum for a Major in Business Administration with a Concentration in Marketing

Increasing emphasis on the problems of marketing the national output of goods and services has created many new opportunities for employment in this area.

Required courses, 45 hours:

Introduction to Business 150	3
*Advanced Algebra 201	3
Management of the Enterprise 251	3
Introductory Accounting 201, and 202	6
Business Law 312	3
Business Statistics 314	3
Intermediate Accounting 329	3
Intermediate Accounting 330	3
Marketing 340	3
Marketing Decision Making 341	3
Salesmanship 360	3
Retailing 350	3
Advertising 370	3
Sales Management 412	3

Curriculum for a Minor in Business Administration

Required courses, 33 hours:

Introduction to Business 150	3
*Advanced Algebra	3
Introductory Accounting 201, and 202	6
Management of the Enterprise 251	3
Business Law 312	3
Intermediate Accounting 329	3
Intermediate Accounting 330	3
Marketing 340	3
Corporation Finance 400	3
Personnel Management 409	3

BUSINESS ADMINISTRATION COURSES

150. **Introduction to Business.** Credit, three hours. A survey course designed to acquaint the student with a brief history of business organization and administration, production, labor, control, distribution, finance, taxation, law and business ethics. First semester.
160. **Punch Card Data Processing.** Credit, three hours. Card design, key punching, sorting, tabulating, and preparation of reports; problem solving and understanding of interpreter, collator, and accounting machine. Second semester. Enrollment restricted to two-year students only.
201. **Introductory Accounting.** Credit, three hours. Fundamentals of accounting for corporations, partnerships and proprietorships. Inventory methods, classified statements, negotiable instruments, controlling accounts and specialized journals. First semester.
202. **Introductory Accounting.** Credit, three hours. A continuation of corporate accounting. Manufacturing accounting, accounting for fixed assets and analysis of financial statements. Second semester. Prerequisite: Accounting 201.
211. **Mathematics of Finance.** Credit, three hours. Principles of interest and discount, annuities, insurance, amortization, bonds and similar topics. First semester. (Same as Math 211)
214. **Introduction of Data Processing.** Credit, three hours. A course designed to give a background of the fundamentals of data processing and its application in modern business. It includes the discussion of unit record principles and electronic data processing techniques. On demand.
235. **Computer Programing.** Credit, three hours. Introduction to concepts of stored programs; computer instructions and methods of programing; program languages and compilers; input-output control. Actual experience is gained in coding and decoding of computer programs. Prerequisite: Introduction to Data Processing 214. First semester.
250. **Financial Organization and Management.** Credit, three hours. Modern methods of expanding and organizing business, financing its permanent and working capital needs, managing its income and surplus, recapitalizing. On demand.
251. **Management of the Enterprise.** Credit, three hours. A study of business from the manager's point of view, business resources, management decision simulation and the business environment. Second semester.
300. **Government and Business.** Credit, three hours. Control of business by state and federal governments. This course begins with a study of the functions of the state, showing relationship of government to business and is followed by a discussion of government control. Prerequisite: Economics 206. On demand.
312. **Business Law.** Credit, three hours. Fundamentals of business law relative to contracts, sales, bailments, and negotiable instruments. Legal aspects of the law of employment, partnership, corporation and property. First semester.
314. **Business Statistics.** Credit, three hours. Methods of collecting, presenting, analyzing, and interpreting business data. Emphasis is placed in the analysis of frequency distribution, trend fitting, and seasonal adjustments. Second semester. (Same as Math 314)

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320. **Industrial Safety.** Credit, three hours. Analysis of problems of industrial and accident prevention laws pertaining to industrial safety and health. Compensation laws, and industrial property protection. On demand. Prerequisite: Economics 206.
329. **Intermediate Accounting.** Credit, three hours. Principles of balance sheet evaluation and profit determination, with greater emphasis on accounting theory. First semester. Prerequisite: Accounting 202.
330. **Intermediate Accounting.** Credit, three hours. Continuation of Intermediate Accounting 329. Second semester. Prerequisite: Business Administration 329.
331. **Advanced Accounting.** Credit, three hours. Current theories and procedures relating to partnerships, insurance, estates and trusts, and consolidated statements. On demand. Prerequisite: Accounting 330.
340. **Marketing.** Credit, three hours. A study of the functions performed by the marketing process, of marketing institutions, and the relations of government and consumer to marketing. The case method is used. First semester. Prerequisite: Economics 206.
341. **Marketing Decision Making.** Credit, three hours. The course provides a dynamic environment for decision making. The student is able to determine the meaning and relevance of the knowledge gained in all areas of business with emphasis placed on marketing managerial decisions. On demand. Prerequisite: Marketing 340.
345. **Written Communications in Business.** Credit, three hours. A study of modern business techniques in report writing and method of oral communication. Second semester.
346. **Introduction to ADP Systems.** Credit, three hours. Examination of systems analysis; techniques for organizing and controlling work; uses and purposes of ADP systems and their relation to electronic equipment. Prerequisite: Introduction to Data Processing 214. Second semester.
350. **Retailing.** Credit, three hours. A study of retail store operation and management including sales promotion, personnel management, selling, customer services and credit. On demand. Prerequisite: Economics 206.
360. **Salesmanship.** Credit, three hours. A study of the techniques of successful selling. On demand.
370. **Advertising.** Credit, three hours. Principles and practices of advertising. The preparation of copy, layout, production and copy research are covered. Second semester. Prerequisite: Economics 206.
385. **ADP Applications.** Credit, three hours. Examination of uses of computers and computer-supported systems; emphasis placed on ways to recognize how ADP can be helpful to other fields of endeavor; potential and limitations of computer processes and securing effective assistance from ADP-computer resources. Prerequisite: Introduction to Data Processing 214 and consent of instructor. On demand.
390. **Human Relations in Industry.** Credit, three hours. Job and worker analysis, industrial testing, weighted application blank, non-directive interviews, training, monotony, fatigue, accident prevention and morale. First semester. Prerequisite: Economics 206.
400. **Corporation Finance.** Credit, three hours. A study of the methods of financing corporations and the analysis of financial statements. On demand. Prerequisite: Money and Banking 305.

401. **Cost Accounting.** Credit, three hours. The economic, industrial engineering and managerial aspects of cost accounting; process, job order and standard cost systems. On demand. Prerequisite: Accounting 330.
402. **Auditing.** Credit, three hours. Principles and problems of modern auditing procedures and practices. On demand.
404. **Income Tax.** Credit, three hours. A study of federal income taxes for individuals, partnerships and corporations, and the preparation of returns. On demand.
409. **Personnel Management.** Credit, three hours. Source of labor, analysis of the labor force, job analysis, recruitment, wages, hours, welfare, collective bargaining and labor relations. Second semester. Prerequisite: Economics 206.
411. **Systems.** Credit, three hours. Principles underlying the design and installation of accounting systems to meet the needs of all types of business concerns. Machine accounting methods and data processing are also studied. On demand. Prerequisite: Accounting 330.
412. **Sales Management.** Credit, three hours. The factors determining industrial wage and salary policies, methods of employee payments, wage relationships, wage rate setting, incentive wage plans. The techniques and methods of implementing wages and salary policies. On demand. Prerequisite: Personnel Management 409.
414. **Wage and Salary Administration.** Credit, three hours. The factors determining industrial wage and salary policies, methods of employee payments, wage relationships, wage rate setting, incentive and salary policies. On demand. Prerequisite: Personnel Management 409.
415. **Production Planning and Control.** Credit, three hours. Study of forecasting, planning, scheduling, dispatching, and controlling the flow of industrial production from receipt of customer's order to shipment of finished goods. On demand. Prerequisite: Permission of instructor.
416. **Industrial Purchasing.** Credit, three hours. A study of the duties and activities of the purchasing agent, organization of the purchasing department, techniques of industrial purchasing. On demand. Prerequisite: Marketing 340.

ECONOMICS

Purpose: To develop a total comprehension of the manifold and complex problems of our economic system and of the other systems of the world.

Curriculum for a Major in Economics

Total hours required for a major 33

Required courses, 30 hours:

Economic Problems 206	3
Introductory Accounting 201	3
Introductory Accounting 202	3
Money and Banking 305	3
Business Cycles 319	3
Labor Economics 321	3
Development of Economic Thought 304	3
Business Statistics 314	3
Public Finance 310	3
Comparative Economic Systems 315	3
Electives, 3 hours (Selected with the consent of the adviser)	3

Curriculum for a Minor in Economics

Total hours required for a minor	27
Economic Problems 206	3
Introductory Accounting 201	3
Introductory Accounting 202	3
Money and Banking 305	3
Business Cycles 319	3
Labor Economics 321	3
Development of Economic Thought 304	3
Public Finance 310	3
Comparative Economic Systems 315	3

All economic majors must have minor approved by the chairman of the Business Administration Division.

201. **Introductory Accounting.** Credit, three hours. (See Business Administration.) First semester.
202. **Introductory Accounting.** Credit, three hours. (See Business Administration.) Second semester.
205. **Principles of Economics.** Credit, three hours. Introduction to fundamental economic concepts of the economic system such as: money, banking, government fiscal policy with emphasis upon the level and fluctuations in income, employment and prices. First semester.
206. **Economic Problems.** Credit, three hours. Continuation of Economics 205. Introduction to the fundamental economic concepts of the individual economic unit such as: the pricing of output supply and demand analysis and competition and monopoly in different industries. Second semester.
301. **Theory of Pricing and Resource Allocation.** Credit, three hours. An intermediate level study of the mechanisms by which human and material resources are allocated to different firms and industries. Analysis of the theory of consumer choice and the theory of the firm. Effects of imperfect competition on resource allocation and the returns to factors of production. Prerequisite: Economics 206. First semester.
302. **Theory of Income and Employment:** Credit, three hours. An analysis of the determinants of the level of income and employment in the aggregate. Emphasis on the Keynesian theory and its application to stabilization policies. An introduction to post-Keynesian analysis. Prerequisite: Economics 301. Second semester.
304. **Development of Economic Thought.** Credit, three hours. The historical development of the major economic doctrines: mercantilism and cameralists, physiocrats, Adam Smith, the classical school, and the historical school. Alfred Marshall and the neoclassicists. Prerequisite: Economics 206. Second semester.
305. **Money and Banking.** Credit, three hours. A study of the banking system and an analysis of the fiscal policy. Prerequisite: Economics 206.
310. **Public Finance.** Credit, three hours. A study of government expenditures, sources and methods of taxation, economic effects of expenditures and taxes, and government debt policies. First semester. Prerequisite: Money and Banking 305.
314. **Business Statistics.** Credit, three hours. (See Business Administration.)
315. **Comparative Economic Systems.** Credit, three hours. Historical development of various types of suggested economic reforms. Growth and

analysis of communism, socialism, fascism and modified capitalism
Prerequisite: Economics 206. First semester.

319. **Business Cycles.** Credit, three hours. Economic fluctuations—their causes and possible remedies. Prerequisite: Economics 206. First semester.
321. **Labor Economics.** Credit, three hours. History of modern labor movements, analysis of economic and social problems arising from relations between labor and management. Second semester. Prerequisite: Economics 206.
325. **International Economics.** Credit, three hours. A treatment of the basic theories, problems and policies of international trade and finance. Prerequisite: Economics 206. On demand.
410. **Seminar in Economic Development.** Credit, three hours. The historical and theoretical analysis of the major factors that influence economic development. This course is available to students who have manifested mature development in the economics area. Prerequisite: Permission of instructor. On demand.

BUSINESS EDUCATION

Teaching Fields

These curricula are designed to provide the opportunity for prospective business education teachers to develop and refine their basic skills, to acquire the knowledge necessary for effective teaching, and to develop a healthy attitude toward, and an understanding of, the role of business education in the secondary school program.

Curriculum for Comprehensive Teaching Field—7 through 12

Required Courses, 51 hours:

Introductory Accounting 201 and 202	6
Advanced Typewriting 104, 105	5
Advanced Shorthand 202, 203	7
Economic Problems 206	3
Mathematics of Finance 211	3
Financial Organization and Management 250	3
Money and Banking 305	3
Public Finance 310	3
Business Law 312	3
Office Procedures 324	3
Office Machines 325	3
Intermediate Accounting 329	3
Marketing 340	3
Methods of Teaching Business Subjects 430	3

Economics 205 is required in the general studies program.

Curriculum for Secretarial Studies Teaching Field 9 through 12 Associate Field

Required Courses, 39 hours:

Typewriting 103*, 104, 105	7
Shorthand 201*, 202, 203	11
Introductory Accounting 201, 202	6
Mathematics of Finance 211	3
Office Procedures 324	3

Office Machines 325	3
Business Law 312, Salesmanship 360, or Advertising 370	3
Methods of Teaching Business Subjects 430	3

*A student may be exempt from taking this course by passing an examination. No college credit is earned.

The second teaching field must be selected from the areas of English, speech, art, mathematics, foreign language, or library science.

BUSINESS EDUCATION COURSES

103. **Typewriting I.** Credit, two hours. The mastery of the keyboard, development of correct typewriting techniques, centering, introduction to letter writing and tabulation, and the development of speed and accuracy. It is recommended that the student have at least one semester of high school typing. First semester.
104. **Typewriting II.** Credit, two hours. A continuation of Typewriting I. Emphasis is placed on further development of speed and accuracy with problems in business letter writing, tabulation, and manuscript writing. Second semester. Prerequisite: Typewriting I or permission of instructor.
105. **Typewriting III.** Credit, three hours. Development of superior speed and accuracy with emphasis given to high production quality on business forms and procedures. Second semester. Prerequisite: Typewriting II or permission of instructor.
201. **Shorthand I.** Credit, four hours. Theory of Gregg shorthand is presented. The ability to take dictation at 60 words a minute and transcribe the material accurately at an acceptable speed is required. First semester.
202. **Shorthand II.** Credit, four hours. A speed-building course designed to increase the student's ability to take dictation with constant stress on vocabulary building and to transcribe shorthand dictation at an acceptable rate of speed. Second semester. Prerequisite: Shorthand I or permission of the instructor.
203. **Shorthand III.** Credit, three hours. Advanced dictation and further vocabulary building is provided, with transcription of dictation at a higher rate of speed. First semester. Prerequisite: Shorthand II.
324. **Office Procedures.** Credit, three hours. Provides an opportunity to coordinate the basic skills with the duties of a secretary. Representative topics presented are personality study, office mail, communication and travel, filing, office equipment, and organization. Second semester. Prerequisites: Typewriting I, Office Machines, or permission of the instructor.
325. **Office Machines.** Credit, three hours. Designed to acquaint the student with the operation of calculators, duplicating equipment, and dictating equipment. Second semester. Prerequisite: Typewriting I or permission of instructor.
327. **Business Writing.** Credit, three hours. To educate the student to write effective business letters. This training involves skill in the use of English knowledge of business principles, and understanding of human nature. First semester. Prerequisite: Typewriting I or permission of instructor.
430. **Methods of Teaching Business Subjects.** Credit, three hours. The psychology of skill building, specific devices and techniques of teaching of skills, and the objectives and problems in business education are provided. First semester. Alternate Years.

SECRETARIAL ADMINISTRATION

The purpose of these curricula is to prepare men and women for positions as executive secretaries. This preparation encourages students to acquire a broad academic background in the liberal arts and business administration; develops the fundamental skills to a high degree; and stresses the importance of effective attitudes and traits.

Curriculum for a Major in Secretarial Administration

Total hours required, 45

Required Courses:

Typewriting 103*, 104, 105	7
Shorthand 201*, 202, 203	11
Introductory Accounting 201, 202	6
Office Machines 325	3
Office Procedures 324	3
Business Writing 327	3
Economics 205 and 206	6
Electives (from business administration or economics courses, with the consent of the adviser)	6

A minor will be selected from economics, English, history, sociology, general science, psychology or foreign languages.

Curriculum for a Minor in Secretarial Administration

Total hours required, 25

Required courses:

Typewriting 103* and 104	4
Shorthand 201* and 202	8
Introductory Accounting 201, 202	6
Office Machines 325	3
Office Procedures 324	3
Elective (selected with the consent of the adviser)	1-3

* A student may be exempt from taking this course by passing an examination. No college credit is earned.

TWO-YEAR GENERAL SECRETARIAL PROGRAM

Purpose: To prepare secretarial students for responsible positions in the modern business world by developing their skills to a high degree and by providing an opportunity to enrich their backgrounds within the Business Administration Division and the Liberal Arts College. Students are encouraged to get practical experience by obtaining employment during the regular and summer terms.

Credit hours earned in the two-year program may later be applied toward a Bachelor of Arts in Secondary Education degree or a Bachelor of Science degree.

The Associate of Science degree will be awarded after the completion of the following program provided students have completed a minimum of 64 semester hours with an overall "C" average.

Freshman Year

First Semester		Second Semester	
Written English 101	3	Written English 102	3
Typewriting 103*	2	Typewriting 104	2
Shorthand 201*	4	Shorthand 202	4
Principles of Economics 205	3	Economics 206	3
Physical Education 121	1	Introduction to Visual Arts 103 or Music Appreciation 111	2
Electives**	3	Office Machines 325	3
Total		Total	17

Sophomore Year

First Semester		Second Semester	
Business Writing 327	3	Fundamentals of Speech 202	3
Shorthand 203	3	Typewriting 105	3
Mathematics of Finance 211	3	Office Procedures 324	3
Introductory Accounting 201	3	Introductory Accounting 202	3
Business Law 312	3	Electives**	3-5
Electives**	2		
Total		Total	15-17

*A student may be exempt from taking this course by passing an examination. No college credit is earned.

**Electives must be taken from courses in English, sociology, psychology, economics, history, geography, science, foreign languages, or physical education. A total of six credits in electives is required for graduation.

TWO-YEAR ASSOCIATE IN SCIENCE DEGREE DATA PROCESSING

Purpose: To prepare young people for a basic knowledge in the operation and concepts of Automatic Data Processing.

First Year		First Sem.	Second Sem.
Bus. Ad. 150	Introduction to Business		3
Bus. Ad. 160	Punch-Card Data Processing		3
Bus. Ad. 201, 202	Introductory Accounting	3	3
Bus. Ad. 214	Introduction to Data Processing	3	
Bus. Ed. 103, 104	Typing I, II	2	2
Econ. 205, 206	Principles of Economics, Problems	3	3
Eng. 101, 102	Written English	3	3
Math 215	Introduction to Mathematics	3	
		17	17
Second Year			
Bus. Ad. 235	Computer Programing	3	
Bus. Ad. 251	Management of the Enterprise	3	
Bus. Ad. 312	Business Law	3	
Bus. Ad. 346	Introduction to ADP Systems		3
Bus. Ed. 324	Office Procedures		3
Bus. Ed. 325	Office Machines		3
Bus. Ed. 327	Business Writing	3	
Eng. 202	Fundamentals of Speech		3
Pol. Sci. 101	American Federal Government	3	
Soc. 203	General Sociology		3
		15	15

TWO-YEAR ASSOCIATE IN SCIENCE DEGREE BUSINESS ADMINISTRATION

Purpose: To prepare young men and women to enter technical fields of business. Credit hours earned may later be applied toward a Bachelor of Science degree in Business Administration. The following concentrations are offered:

	Accounting First Year	First Sem.	Second Sem.
Eng. 101, 102	Written English	3	3
Bus. Ad. 150	Introduction to Business	3	
*Math 201	Advanced Algebra	3	
Bus. Ad. 201, 202	Introductory Accounting	3	3
Bus. Ad. 251	Management of Enterprise		3
Econ. 205	Prin. of Economics	3	
Econ. 206	Economic Problems		3
Eng. 202	Fundamentals of Speech		3
Bus. Ad. 325	Office Machines		3
		15	18

*See Division of Science and Mathematics for course description.

Second Year

Bus. Ad. 329, 330	Intermediate Accounting	3	3
Bus. Ad. 404	Income Tax	3	
Bus. Ad. 402	Auditing		3
Bus. Ad. 345	Written Communications in Business		3
Bus. Ad. 411	Systems Accounting		3
Bus. Ad. 390	Human Relations in Industry	3	
Bus. Ad. 312	Business Law	3	
Bus. Ad. 440	Office Management		3
Pol. Sci. 101	American Federal Govt.	3	
Soc. 203	General Sociology	3	
		18	15

General Business First Year

Eng. 101, 102	Written English	3	3
Bus. Ad. 150	Introduction to Business	3	
*Math 201	Advanced Algebra	3	
Bus. Ad. 201, 202	Introductory Accounting	3	3
Bus. Ad. 251	Management of the Enterprise		3
Econ. 205	Prin. of Economics	3	
Econ. 206	Economic Problems		3
Pol. Sci. 101	American Federal Govt.		3
		15	15

Second Year

Speech 202	Fundamentals of Speech	3	
Psyc. 103	General Psychology	3	
Soc. 203	General Sociology		3
Bus. Ad. 329, 330	Intermediate Accounting	3	3
Bus. Ad. 340	Marketing	3	
Bus. Ad. 390	Human Relations in Industry	3	
Bus. Ad. 312	Business Law	3	
Bus. Ad. 345	Written Communications In Business		3
Bus. Ad. 370	Advertising		3
Bus. Ad. 314	Business Statistics		3
Bus. Ad. 409	Personnel Management		3
		18	18

DIVISION OF EDUCATION AND PSYCHOLOGY

Chairman, Dr. Palmer, Mr. Dunn, Mr. Freeland, Dr. King, Mr. Kirk, Dr. Knipe, Dr. Moler, Mr. Riley, Dr. Slonaker, Mrs. Swann.

PROFESSIONAL EDUCATION

The teacher education program incorporates three areas of preparation: the general education program, the student's elected field, or fields, of specialization, and the professional education program. Objectives of the latter are:

To provide the knowledge, skills, and attitudes necessary for effective planning, presentation, and evaluation of the teaching-learning situation.

To develop an understanding of the characteristics of the learner.

To develop the concepts and generalizations relevant to a tenable theory of learning.

To provide the historical and philosophical perspectives to interpret the functions of the school in modern society.

To develop the desire and ability to grow professionally.

SELECTION OF CANDIDATES FOR TEACHER EDUCATION

A student desiring to pursue the teacher education program should indicate this intention at the time of his matriculation and should plan an academic program which will satisfy the requirements of either the Bachelor of Arts in Secondary Education or the Bachelor of Arts in Elementary Education. The student's adviser or members of the faculty of the Division of Education are available to assist in such planning.

Application for status as a teacher candidate will be made to the Teacher Education Committee while the student is enrolled in Education 200. At that time the Committee will appraise the student's record and approve as teacher candidates those students who have: 1) a 2.00 average in all courses taken, 2) "C" or better grades in English 101, 102, and Speech 202, 3) satisfactorily passed all parts of the sophomore English Test, 4) demonstrated promising scholarship in their field(s) of specialization, 5) exhibited interest in professional activities, and 6) no personality traits or physical handicaps which would militate against their becoming an effective teacher.

A student whose record reveals some remediable deficiency may be granted provisional status as a teacher candidate until such deficiency is removed. Students denied admission will be informed of reason(s) for rejection and may appeal to the Teacher Education Committee.

A transfer student desiring to enter the teacher education program should make application immediately after registration. All entrance requirements must be met before final approval will be granted.

Records for each teacher candidate are kept in the Office of the Chairman of the Division of Education for purposes of advisement and to provide information for placement and employment.

THE PROFESSIONAL BLOCK

The professional block is a semester of professional education courses taken during the teacher candidate's senior year. **No other courses nor extra-curricular activities may be scheduled if they would interfere with the pursuit of course work of the block.** Exceptions to this policy require permission from the Chairman of the Division of Education, the Academic Dean, and the chairman of the division in which the course or activity is scheduled.

Permission to enroll in the professional block is granted by the Committee to those teacher candidates who possess unqualified status in the program and who have: (1) an average of 2.00, or above, in all courses, (2) an average of *2.20, or above, in their area, or areas, of specialization, (3) an average of 2.00, or above, in all professional education courses, (4) a minimum mark of "C" in English 101, 102, and Speech 202, (5) passed all sections of the STEP test, and (6) a minimum of 90 hours of course work. Satisfactory completion of Education 200, 301 and 302 is prerequisite for admission to the block. Effective September, 1968, no student will be permitted to complete a program in teacher education who has not completed Directed Teaching or obtained a recommendation from the Director of Teacher Education and the Academic Dean that Directed Teaching be waived through the substitution of an approved practicum. Such practicums can only be approved for those students who have taught a minimum of three years and who are willing to substitute suitable work in either Problems of Elementary Education or Problems in Secondary Education for the actual Directed Teaching.

* The 2.200 requirement for areas of specialization is effective with students entering under the 1967 catalog.

Courses offered in the professional block include:

Elementary		Secondary	
Required:		Required:	
Ed. 402-3	6 hrs.	Ed. 404	4 hrs.
Ed. 442	3 hrs.	Ed. (Special Methods)	3 hrs.
Ed. 406	6 hrs.	Ed. 407	6 hrs.
Electives:		Electives:	
Ed. 417	3 hrs.	Ed. 417	3 hrs.
Ed. (elective)	3 hrs.	Ed. 442	3 hrs.

A minimum of 22 hours in professional courses is required; a maximum of 28 hours is allowed. Persons qualifying for a Professional Certificate valid for Early Childhood through Grade 6 shall complete a minimum of 80 semester hours of nonprofessional credit.

TEACHING FIELDS

Shepherd College offers programs of study which prepare students to teach in high schools, junior high schools, elementary schools, and in kindergartens and nursery schools.

Students aspiring to teach in high schools may choose one of two types of programs leading to a teaching specialization.

- 1) They may elect to specialize in one teaching field and enroll in what is termed a "comprehensive" program. The College offers "comprehensive" programs in the following teaching fields:

Business Education	Social Studies
Music (grades 1-12)	Biology and Gen. Sci.
Music (grades 7-12)	Chemistry and Gen. Sci.
Home Economics	Physical and Gen. Sci.
Language Arts	Mathematics
- 2) They may elect to specialize in two teaching fields and enroll in two programs termed "non-comprehensive". The differences in the comprehensive and non-comprehensive programs are apparent when the course requirements are compared. The College offers "non-comprehensive" programs in the following teaching fields:

Secretarial Studies	Speech
Art (grades 1-12)*	School Librarian
Art (grades 7-12)	French
Health & Physical Education	General Sci. 7-9
English	Mathematics

* Students electing Art (grades 1-12) may elect a teaching field listed under the elementary teaching fields.

Students aspiring to teach in elementary schools elect one of the fields listed below. These fields are not to be confused with "comprehensive" or "non-comprehensive" programs, for they are designed for those students who with a speciality at the 5-9 grade levels. The fields:

Art	Speech
Music (vocal)	School Librarian
Music (instrumental)	Social Studies
Health & Physical Education	Science
Home Economics	Mathematics
Language Arts	

Students aspiring to teach in pre-school programs of the nursery and the kindergarten will pursue the elementary education program and elect **EARLY CHILDHOOD EDUCATION** as their field.

Students in elementary education should note that a teaching field in social studies is acquired in meeting the requirements listed on page 79, and that the requirement of 45 upper division hours is waived.

**Minimum Requirements of General Education and Professional
Education Programs for the Bachelor of Arts in Secondary
Education and Bachelor of Arts in
Elementary Education Degrees**

	A.B. in Secondary Education (First Class Secondary Certificate) Hrs.	A.B. in Elementary Education (First Class Elementary School Certificate) Hrs.
ENGLISH		
Written English	6	6
Fundamentals of Speech	3	3
Survey of English Literature	3	3
Survey of American Literature	3	3
Backgrounds of Literature	—	3
Minimum hours required	15	18
SOCIAL STUDIES		
History of Civilization	6	6
General Sociology	3	3
Principles of Economics	3	3
American Federal Government	3	3
West Virginia History	—	3
Principles of World Geography	—	3
American History	—	6
Minimum hours required	15	27
SCIENCE AND MATHEMATICS		
General Biological Science	8 or	8
General Physical Science	8	8
Introduction to Mathematics	3	3
Mathematics for Elementary Teachers	—	2
Minimum hours required	11	21

MUSIC

Music in Human Relations	2	2
Music as an Art and Science		2
Music Materials and Procedures		3
	<hr/>	<hr/>
	2	7

ART

Introduction to the Visual Arts (103)	2	2
Art in Elementary Education		2
Arts and Crafts in the Elementary School		2
	<hr/>	<hr/>
Minimum hours required	2	6

PHYSICAL WELL-BEING

Orientation in Physical Education	2	2
School Health Problems		2
Games or Leadership in Physical Education		1 or 2
Rhythms or Individual and Dual Sports		1 or 2
Personal and Community Hygiene		3
	<hr/>	<hr/>
Minimum hours required	2	9 or 10

PROFESSIONAL EDUCATION

Human Development	6	6
Foundations of American Education	3	3
Principles and Practices of Secondary Education—Grades 7-12	4	
Integrated Methods—Grades 1-6		6
Special Methods	3	
Directed Teaching—Grades 7-12, 407	6	
Directed Teaching—Grades 1-9, 406		6
The Teaching of Reading		3
	<hr/>	<hr/>
Minimum hours required	22	24

The above listing of courses includes all requirements of both general and professional education. To these requirements the student will add the courses of his teaching field(s) and electives to make a minimum of 128 semester hours. (Students in teacher education programs must present at least 100 hours of courses other than professional education courses to be certified in West Virginia. The Early Childhood Program is an exception to this rule.)

Requirements for a minor concentration have been met for social studies in fulfilling the requirements in general education and the diversified concentration. Additional hours required for a minor concentration in other fields are as follows:

Language Arts	6 hours
Science	15
Music (voice or instrumental)	20
Art	20
Physical Education	14
Home Economics	24
Library Science	16
French	24
Speech	18
Mathematics	9
Early Childhood Education	15

THE EARLY CHILDHOOD EDUCATION PROGRAM

Students aspiring to teach in pre-school programs, i.e. nursery school and kindergarten, must fulfill all requirements for the Bachelor of Arts in Elementary Education with a minor concentration in Early Childhood Education.

This concentration consists of:

Psychology of the Pre-school Child (Ed. 306)	3 hrs.
Organization and Administration of Early Childhood Education Programs (Ed. 308)	3 hrs.
Early Childhood Education Practicum (Ed. 400-01)	6 hrs.
Speech Correction (Speech 330)	3 hrs.

Students successfully completing this program will be eligible for the First Class Elementary School Certificate validated for grades 1 through 9 with the additional endorsement for nursery school and kindergarten.

PROFESSIONAL EDUCATION COURSES

Upper division courses in professional education are open only to students working toward the Bachelor of Arts in Elementary Education or the Bachelor of Arts in Secondary Education degrees and to those students whose minor requirements include such courses.

200. **Foundations of American Education.** Credit, three hours. First course in professional education and required of all Teacher Education candidates. Application for admission to a program in Teacher Education will be made while students are enrolled in this course. One of the primary objectives of this course will be to explore and observe the professional life of teachers in public education. The course content will center around trends in American education, and how the history and philosophy of education in America has emerged. Students will be expected to carry out a self appraisal to decide whether or not to continue in teacher education. This will be based in part upon an examination of the requirements for entering and remaining in the educational program and upon the professional and academic demands in the courses ahead.
301. **Human Development.** Credit, three hours. A course designed to acquaint teacher candidates with the physical, social, emotional, and mental growth and development of children and adolescents. Required of all students in the teacher education program. Prerequisite: Ed. 200.
302. **Human Development.** Credit, three hours. Course content emphasizes a theory of learning, appraisal of student progress, products of the teaching-learning process, and the causal factors of behavior. Required of all students in the teacher education program. Prerequisite: Ed. 200.
305. **Audio-Visual Aids.** Credit, three hours. The history and philosophy of audio-visual instruction; the proper use of multi-sensory materials and equipment; and the utilization of community resources. The major portion of the time will be devoted to planning for the use of such materials in actual teaching situations. This course may be taught in summer sessions for teachers who have not completed one of our special methods and educational media courses. Prerequisite: Ed. 200, 301 and 302.
306. **Psychology of the Pre-School Child.** Credit, 3 hours. A course designed to instill knowledge relevant to the physical, social, emotional and mental development during the first six years of life. The course concerns itself with those inherited and acquired influences which contribute to normal and deviant personality development of the pre-school child. Prerequisite: Ed. 200, 301 and 302.

308. **Organization and Administration of Early Childhood Education Programs.** Credit, 3 hours. A course designed to acquaint the teacher candidate with the aims and content of the curriculum of pre-school education programs. Prerequisite: Ed. 200, 301 and 302.
310. **Educational Sociology.** Credit, 3 hours. A study of the role of the school in American society.
313. **History and Philosophy of Education.** Credit, 3 hours. A study of the historical and philosophical background and development of modern American education and its European backgrounds.
- 400-01. **Early Childhood Education Practicum.** Credit, 3 hours or 6 hours. A laboratory course incorporating the assimilation of those methods unique to pre-school programs and a practicum of observation and participation in pre-school laboratory experiences. Prerequisite: Junior or Senior class standing.
- 402-403. **Primary & Intermediate — Integrated Methods and Educational Media, Grades 1-6.** Credit, six hours. Planning and directing of learning experiences to stimulate the maximum growth and development of children at each level in each of the special subject areas of the primary and intermediate grades. Students work in basic textbooks and teachers' manuals in each of the subject matter areas and observe in elementary school classes to relate theory and practice. Students are introduced to the contributions of the leading authorities in the various subject fields of the elementary school curriculum. Students taking this course will be taught how to operate and utilize the audio-visual aids and programmed materials available for use in the elementary school. Prerequisite: Ed. 200, 301 and 302.
- In summer school this course will be divided and taught in two three-hour courses as Education 402 and Education 403 in alternate years.
404. **Principles and Practices of Secondary Education, Grades 7-12.** Credit, 4 hours. Prerequisites: Ed. 200, 301, 302, passed all sections of the Sophomore English Test, 2.2 average in teaching field(s), 2.0 average in professional education courses, a C grade in English 101, 102, and Speech 202, and admission to the professional block. Provides the student with a background in the theory of Secondary Education which will correlate principles and techniques of teaching in secondary schools with the actual practices in current use. Introduces lesson and unit planning and a variety of methods of teaching including lecturing, discussion techniques, group dynamics, assignments, reviews and drills. Classroom routines, homeroom activities, record keeping and extra-curricular programs are considered. The course attempts to show the interrelationships of various disciplinary areas and how each subject matter teacher is a member of an interacting team. Frequent visits to public schools keep the students aware of the realities inherent in the classroom situation. A number of class sessions will be devoted as to how the secondary teacher can aid and assist students in improving their reading skills. First and second semesters.
406. **Directed Teaching in the Elementary School.** Credit, three to six hours. Provides direct contact with the total program of the public schools; the proving ground for the professional preparation which preceded it. The student tests his mastery of subject matter, and develops skill in teacher-pupil relationships and in ability to handle routine matters with ease. First and second semesters. Prerequisites: Ed. 200, 301, 302, 402-3, and 442.
407. **Directed Teaching in the High School.** Credit, two to six hours. Gives insight through study and observation, and skill through planning and teaching to enable the graduates to handle successfully all types of teach-

ing situations in secondary schools. First and second semesters. Prerequisites: Ed. 200, 301, 302, 404 and special methods in a teaching field.

415. **Tests and Measurements.** Credit, three hours. A course designed to develop a knowledge of psychological instruments available for the appraisal of human behavior and skill in administering and interpreting those tests and measurements frequently used in school situations. Prerequisite: Ed. 200, 301, 302 or permission.
417. **Principles and Practices of Guidance.** Credit, three hours. This course emphasizes the role of the classroom teacher in the guidance program of modern elementary and secondary schools. Techniques of guidance to enable children and youth to make wholesome adjustments to modern life will be stressed. Recommended for all future teachers. Interpretation of the results of tests is a part of this course. Prerequisite: Ed. 200, 301, 302 or permission.
- 420-431. **Special Methods.** The special methods courses including the following topics: present status and trends; contribution of the subject to the cardinal objectives of secondary education; fundamental principles and the psychology of learning applicable to the special subject; reorganization of subject matter; methods applicable to the subject; equipment, audio-visual aids, examination of texts and reference books; bibliography; administrative problems; lesson plans worked out in detail for typical units; professional growth. Prerequisites: Ed. 200, 301, 302.
420. **Teaching of Secondary Mathematics.** Credit, three hours. A special methods course for secondary education majors in mathematics. An in depth study of special methods, curriculum, problems and techniques involved in mathematics instruction.
420. **The Teaching of Mathematics and Educational Media.** Credit, three hours.
421. **The Teaching of English and Educational Media.** Credit, three hours.
422. **The Teaching of Social Studies and Educational Media.** Credit, three hours.
423. **The Teaching of Science and Educational Media.** Credit, three hours. The "Team Teaching" method is used, involving a staff member, from the Biological Science, one from the Physical Sciences and the Division Chairman. The students lay plans for a course as they would teach it in one of the science disciplines. Each student is provided an opportunity to teach on the secondary level using the other class members as his students. A well planned syllabus is required of each student. Problems relating to the teaching of the high school sciences are discussed. First or second semester.
- 423-B. **The Teaching of Science in the Elementary School.** Credit, three hours. A course designed to aid the prospective elementary teacher in the planning and administering of elementary science in grades one through six. Emphasis will be placed upon the organizing and presenting of such experiences as field trips, experiments, etc. Summer, on demand.
425. **The Teaching of Foreign Languages and Educational Media.** Credit, three hours.
426. **The Teaching of Music and Educational Media.** Credit, three hours.
427. **The Teaching of Art and Educational Media.** Credit, three hours.
428. **The Teaching of Home Economics at the Secondary Level.** Credit, four hours.

429. **The Teaching of Home Economics at the Adult Level.** Credit, two hours.
430. **The Teaching of Business Subjects and Educational Media.** Credit, three hours.
431. **The Teaching of Physical Education and Educational Media.** Credit, three hours.

Students preparing to teach at the secondary level are required to enroll in a special methods course in one of their fields of specialization. Students preparing to teach at the elementary level may elect special methods in their fields of concentration.

442. **The Teaching of Reading.** Credit, three hours. A basic course in methods, materials, and techniques essential to the teaching of reading at the elementary and secondary levels. Prerequisites: Ed. 200, 301, 302.
- 403-A. **Problems in Elementary Education.** Credit, one to six hours. This course is recommended for in-service elementary teachers. Specific objectives will be worked out with participants, who will choose the area in which they wish to work either individually or with a group. Methods, principles of teaching, materials of instruction, guidance, and other items related to the field of elementary education will be taken up as required.
- 404-B. **Problems in Secondary Education.** Credit, one to six hours. This course is recommended for in-service secondary teachers. Specific objectives will be worked out with the participants, who will choose the area in which they wish to work either individually or with a group. General and specific methods, materials of instruction, guidance, and other items related to the field of secondary education will be taken up as a workshop experience.
435. **Introduction to the Study of Exceptional Children.** Credit, three hours. A foundation course designed to acquaint the student with the nature of special education and the exceptional children enrolled in its various programs. The course content will center about: (1) the areas of exceptionality and their incidence and (2) current educational methods and provisions for the exceptional child. Prerequisites: Ed. 200, 301, 302 and permission of instructor.

THE COOPERATIVE TRAINING PROGRAM

Faculty Teaching Courses in the Education of the Deaf

Eldon E. Shipman, M. A., Superintendent; Winfield McChord, M. S.; Sidney Wolff, M. S.; Virginia Pancake, M. A.; Anne Pancake, B. A.

Faculty Teaching Courses in the Education of the Blind

Seldon W. Brannon, M. A.; Kelton Roten, M. A.; Mrs. Esther Sigafosse Brown, M. A.; Mrs. Hannah H. Smith, M. A.

Recognizing the need for teachers of the deaf and the blind child, the West Virginia State Board of Education, Shepherd College, and the West Virginia Schools for the Deaf and the Blind have undertaken a cooperative program designed to train teachers in these two areas of special education.

Students desiring to enter the program must fulfill all requirements of the regular teacher education program leading to the Professional Block. One semester of instruction in methods and supervised teaching on the campus of the West Virginia School for the Deaf and the Blind at Romney is substituted for the regular Professional Block.

The cost of the student's tuition, board, and room while on the campus at Romney is assumed by the West Virginia Board of Education.

Any student desiring further information concerning the program or wishing to apply should contact the Chairman of the Education Division.

The Professional Block for training to teach the deaf includes:

- 453. **The Teaching of Speech to the Deaf.** Credit, four hours.
- 454. **The Teaching of Language to the Deaf,** Credit, four hours.
- 455. **Communication with the Deaf.** Credit, two hours. (This is an optional course and not required for a teachers certificate.)
- 408. **Directed Teaching with Deaf Children.** Credit, eight hours.
The Professional Block for training to teach the blind includes:
- 341. **Teaching of Braille Reading and Writing to the Blind.** Credit, three hours.
- 342. **Methods of Teaching Blind Children, Elementary Grades,** Credit, three hours.
- 343. **Methods of Teaching Blind Children, Secondary School Level.** Credit, three hours.
- 409. **Directed Teaching with Blind Children.** Credit, eight hours.

CERTIFICATION OF TEACHERS

Application, Recommendation, and Renewal

Each teacher, in order to be eligible to teach in West Virginia and to receive pay, must apply for a teacher's certificate through a college, county superintendent or the State Department of Education.

The Professional Certificate must be recommended by a college. For the Professional Certificate, the college can recommend a teacher for a certificate provided that the teacher has completed at that college (1) the major portion of his professional requirements or (2) the work required in directed teaching and methods.

Recommendations for original permits, reissuance of permits, special permits, and all renewals are made through the county superintendent. For reissuance of an emergency permit, a teacher holding such a permit must complete six semester hours of **required** work with a "C" average, subsequent to the issuance of his last emergency permit. Failure to observe this regulation will cause a lowering of the grade of permit and a consequent decrease in pay.

Before a teacher will be eligible for a renewal of his Professional Certificate he must (1) complete six semester hours of credit in accordance with an approved program agreement (residence or extension) in an approved institution within the five-year period immediately preceding the date of application for renewal, or present evidence that he:

- a. has been granted a master's degree
- b. has approved travel credit
- c. has credit for six months of military service or
- d. is sixty years of age.

Applications must be sent by the college or county superintendent directly to the State Department of Education. No application will be accepted by the State Department if received from the applicant.

IT IS THE PRIMARY RESPONSIBILITY OF EACH STUDENT AND TEACHER TO SEE THAT HE MEETS REQUIREMENTS FOR HIS

CERTIFICATE AND FOR RENEWAL OF HIS CERTIFICATE. Requirements for the various certificates may be obtained from the Office of the Registrar.

Scholarship Requirements for all Certificates

A "C" average is required; (1) on the total college credits earned; (2) on the hours earned in professional subjects, excluding directed teaching; (3) in directed teaching; (4) a 2.2 average in each of the teaching fields. C grades are required in each of the three basic English courses.

Extension and Correspondence Credit

The amount of extension and correspondence credit allowed for certification is:

1. Second Class Permit—18 Semester hours
2. First Class Certificate—28 Semester hours

Credits earned by correspondence after July 1, 1934, will not be accepted by the State Department of Education for certification of teachers with the exception of those earned through colleges and universities cooperating with the United States Armed Forces Institute. Correspondence credit completed before July 1, 1934, if used for certification shall be included with the maximum permitted for extension.

Maximum Credit Allowed for Teachers in Service

Within the school year, a teacher in service may earn a maximum of twelve semester hours of credit. No more than six semester hours can be earned in any one semester.

Changes from Elementary to Secondary Certificates:

1. Teachers holding the regular Professional Elementary Certificate who desire to qualify for a regular Professional High School Certificate shall meet the regular teaching field requirements or qualify under the revised program outlined in the current State Certification Bulletin. The semester hours in professional courses, exclusive of strictly elementary education courses, shall include five hours in directed teaching on the high school level or three hours in directed teaching on the high school level and three years of successful teaching experience, and a total of six hours in advanced educational psychology and secondary principles, methods, and management.
2. Scholastic and other requirements now authorized by the West Virginia Board of Education for the Professional High School Certificate shall remain in effect.

Duplicate Certificates

A certificate can be duplicated only in case of permanent loss or destruction. A \$1.00 fee is required. A certificate which has expired cannot be duplicated.

Validity of Certificates

Professional and Provisional Professional Elementary Certificates are valid in the first nine grades of the public schools. Completion of Early Childhood Education concentration qualifies student for certification K through grade 6.

High School Certificates are valid in the junior and senior high schools only with the following exception:

Professional and Provisional Professional High School Certificates are valid in the elementary schools for those teachers who have had at last one year's experience as a regular teacher in the elementary schools prior to June 30, 1934.

The Public School and Special Nonacademic Certificates are valid in all twelve grades of the public schools.

Substitute Teachers

Substitute teachers are certified on the same basis as teachers regularly employed.

Revocation of Certificates

Any certificate issued by the West Virginia Department of Education is revocable on grounds of immorality, gross neglect of duty, or for any cause that would have justified withholding the certificate when it was granted; provided the teacher is given notice in writing and an opportunity to appear in his defense.

College Residence Requirements for Certification

Colleges may recommend for certification graduates of other properly accredited institutions who earn a major portion of their professional requirements, or complete the courses in directed teaching and methods, in the institution making the recommendation; providing that all other requirements are met.

SUGGESTED SCHEDULE FOR STUDENTS IN SECONDARY EDUCATION

Freshman Year	
First Semester	Second Semester
Eng. 101 3	Eng. 102 3
Hist. 101 3	Hist. 102 3
Gen. Biol. Sci. 101 or Gen. Phys. Sci. 103 4	Gen. Biol. Sci. 102 or Gen. Phys. Sci. 104 4
Pol. Sci. 101 3	Art 103 or Music 111 2
Art 103 or Music 111 2	Phys. Ed. 122 M or W 1
Phy. Ed. 121 M or W 1	*Electives 4
16	17

Sophomore Year	
First Semester	Second Semester
Speech 202 3	Eng. 203 or 204 3
Ed. 200 3	Econ. 205 3
Soc. 203 3	*Electives 7-10
Math. 215 3	
*Electives 4-7	
16	16

Junior Year	
First Semester	Second Semester
Ed. 301 3	Ed. 302 3
*Electives 13	Eng. 203 or 204 3
	*Electives 11
16	17

Senior Year	
First Semester	Second Semester
Ed. 404 4	*Electives 17
Ed. 417 or 442 or Elective 3	Professional Block may be taken either semester of senior year.
Special Methods & Ed. Media 3	
Ed. 407 6	
16	

SUGGESTED SCHEDULE FOR STUDENTS IN ELEMENTARY EDUCATION

Freshman Year

First Semester		Second Semester	
Eng. 101	3	Eng. 102	3
Hist. 101	3	Hist. 102	3
Gen. Biol. Sci. 101	4	Gen. Biol. Sci. 102	4
Geog. 101	3	Music 111	2
Phys. Ed. 121 M or W	1	Phys. Ed. 103	3
Art 103	2	Phys. Ed. 122 M or W	1
	<hr/> 16		<hr/> 16

Sophomore Year

First Semester		Second Semester	
Speech 202	3	Eng. 204	3
Gen. Phys. Sci. 103	4	Gen. Phys. Sci. 104	4
Ed. 200 or Elective*	3	Ed. 200 or Elective*	3
Eng. 203	3	Pol. Sci. 101	3
Music 100	2	Phys. Ed. 201	2
Phys. Ed. 221	1		
	<hr/> 16		<hr/> 15

*Electives: Courses in teaching fields are recommended.

Junior Year

First Semester		Second Semester	
Hist. 201	3	Hist. 202	3
Math. 215	3	Music 226	3
Soc. 203	3	Art 322	2
Eng. 202	3	Ed. 302	3
Art 320	2	Teaching Field	6
Ed. 301	3		
	<hr/> 17		<hr/> 17

Senior Year

First Semester		Second Semester	
Math 300	2	Ed. 402-403	6
Eco. 205	3	Ed. 442	3
Hist. 209	3	Ed. 406	6
Phys. Ed. 312	2		
Teaching Field	6		
	<hr/> 16		<hr/> 15

PSYCHOLOGY

The requirements of the minor are designed to provide a broad base of knowledge for future study in this area.

Curriculum for a Minor in Psychology

Total hours required	24
Required courses: 21 hrs.	
General Psychology 103, 104	6
Human Development—Ed. 301, 302	6
Social Psychology 205	3
Psychology of Mental Health 302	3
Tests and Measurements—Ed. 415	3

Electives: 3 hrs.

Abnormal Psychology 360	3
Psychology of Personality 310	3

- 103-104. **General Psychology.** Credit, six hours. A two semester introductory course designed to acquaint the student with the components, problems, and techniques of studying human behavior. Offered yearly. Prerequisite to 104: Psych. 103.
205. **Social Psychology.** Credit, three hours. A study of the interaction of individuals in group situations, the products of collective activity, and their influence upon the individual. Prerequisites: Psych. 103-104 or Ed. 301-302. Offered in the spring semester of even years.
302. **Psychology of Mental Health.** Credit, three hours. A course concerned with the dynamics of human adjustment to environmental demands. Prerequisite: Psych. 103-104 or Ed. 301-302. Offered in the fall semester of odd years.
310. **Psychology of Personality.** Credit, three hours. A study of a variety of theories of personality determinants, structure, and functioning. Prerequisites: Psych. 103-104 or Ed. 301, 302. Offered in the fall semester of even years.
360. **Abnormal Psychology.** Credit, three hours. A study of the classifications, dynamics, symptoms, and treatment of abnormal behavior. Prerequisites: Psych. 103-104 or Ed. 301-302. Offered in the spring semester of odd years.
322. **Mental Hygiene for Teachers.** Credit, three hours. A study of the principles of mental health and their application in establishing optimal learning situations in the classroom. Offered on demand.



A prospective teacher works in the college nursery school.



Prospective teachers prepare for student teaching.

DIVISION OF FINE ARTS

Dr. Frank, Chairman, Mr. Coy, Mr. Jones, Mr. Moreland, Mr. Kontra,
Mr. Stenger, Mr. Pantle, Mr. Robertson.

ART

Purposes:

The Art Department concentrates on providing opportunities for the student's self-discovery and research within the various areas of the visual arts. The program is designed to give the student a diversified background in art, to encourage and challenge the individual to grow creatively and professionally as an integrated artist and teacher, and to develop and preserve an interest in art through an understanding of the creative process, the basic theories of aesthetics, the nature of art materials and processes, and the philosophical and technical aspects of both historical and contemporary art forms.

The Art Department offers courses leading to the Bachelor of Arts degree with a major or minor in art, the Bachelor of Arts degree in education with a field of specialization in art for classroom teaching on the secondary level (grades 7 through 12) and the elementary level (grades 5 through 9). A curriculum for a Bachelor of Arts degree with a field of specialization in art for classroom teaching in grades one through twelve is also offered.

Courses offered by the Art Department are open to all college students within the limits of specific course prerequisites and the consent of the instructor.

Special Requirements for Art Curriculum Students:

1. Selection of Art Curriculum Candidates:

In recognition of the fact that art is a specialized field and requires a certain degree of aptitude, a student desiring to enter the art curriculum for the purposes of completing the requirements for a major, minor, elementary or secondary teaching field is required to submit a formal application to the department chairman prior to the commencement of his or her studies. Application forms may be secured from the Art Department Chairman. Matriculation and the desire to pursue the art curriculum is not tantamount to admission to the art program, since the Art Department reserves the right to review the applicant's work for evidence of progress and promise upon the completion of four (4) credit hours of art courses. At that time, the Art Department will appraise the student's work and approve the applicant as an art curriculum student, grant provisional status as an art curriculum student, or deny admission to the art program.

If the student is granted provisional status, the Art Department may suggest means whereby the weaknesses of the student can be rectified.

After the evaluation of a candidate's work, a written notice will be submitted to the student explaining his or her status.

2. Transfer Students:

A transfer student may submit a portfolio and curriculum vitae for the approval of the Art Department in lieu of the probationary period specified for the beginning art student. The Art Department will appraise the student's work and approve the applicant as an art curriculum student, grant provisional status, or deny admission to the art program.

3. Time Requirements:

In order to pursue a reasonable and logical program of study, it is suggested that a student begin his or her study during the fall semester and adhere to the recommended sequence of courses. Also, since the Art Department

believes that it is desirable for the student to allow sufficient time for growth and maturation, it is recommended that the student complete the art curriculum requirements during a period of eight (8) semesters. A student will not be permitted to complete all of the required art courses in a period lasting less than two years. A student expecting to pursue a program of study in art should submit a formal application to the Art Department prior to the opening of the semester in which the candidate expects to obtain junior standing.

Suggested four-year schedules are listed on pages 103-105 of the catalog.

4. Deficiencies:

The Art Department reserves the right to review the work of the approved art curriculum student in order to discern deficiencies in the education of the student and to provide means (independent study, studio work, auditing, additional courses, etc.) whereby the student may rectify his weaknesses.

All art curriculum students are required to maintain a portfolio of their studio work.

5. Senior Art Exhibition or Project:

Students enrolled in the art curriculum leading to a Bachelor of Arts with a major in art or a Bachelor of Arts degree in education with a field of specialization in art for classroom teaching on the secondary level (grades 7 through 12) are required to present an exhibit of their work during their senior year. The student must obtain the sanction of the art faculty prior to the exhibit. Students are expected to request permission to exhibit during the first two weeks of their senior year. Art curriculum students not granted permission to exhibit must complete a faculty-approved project of significant proportions.

6. Supplies:

In most situations the individual is responsible for securing his own supplies.

The College Bookstore maintains a complete stock of the required materials.

Curriculum for the Bachelor of Arts Degree with a Major in Art

Total semester hours required 37

Required courses 33 hours:

Introduction to the Visual Arts 102	2
Introduction to Drawing 110	2
Drawing 111	2
Basic Design 112	3
Lettering 113	1
History of Western Art 201	2
Advanced Drawing 210	2
Introduction to Oil Painting 213	2
Jewelry 216	2
Advanced Oil Painting 313	2
Graphics 315	2
Sculpture 317	3
Ceramics 318	3
Movements in Contemporary Art 401	2
Water Color Painting 414	3
Senior Art Exhibit or Project	0

Electives, 4 hours:

Applied Design 312	3
Advanced Oil Painting 313	1-3
American Art 409	2
Commercial Art 411	3
Studio Research 419	1-4
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Curriculum for the Bachelor of Arts Degree with a Minor in Art

Total semester hours required 27

Required courses, 24 hours:

Introduction to the Visual Arts 102	2
Introduction to Drawing 110	2
Basic Design 112	3
Lettering 113	1
Introduction to Oil Painting 213	2
Jewelry 216	2
History of Western Art 201	2
Graphics 315	2
Sculpture 317	3
Ceramics 318	3
Movements in Contemporary Art 401	2
	<hr/>
	24

Electives, 3 hours:

Drawing 111	2
Advanced Drawing 210	2
Advanced Oil Painting 313	1-4
Water Color Painting 414	3
American Art 409	2
Commercial Art 411	3
Applied Design 312	3
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Curriculum for the Bachelor of Arts Degree with a Field of Specialization in Art for Classroom Teaching in Grades 7 through 12

Total semester hours required 37

Required courses, 33 hours:

Introduction to the Visual Arts 102	2
Introduction to Drawing 110	2
Drawing 111	2
Basic Design 112	3
Lettering 113	1
History of Western Art 201	2
Advanced Drawing 210	2
Introduction to Oil Painting 213	2
Jewelry 216	2
Advanced Oil Painting 313	2
Graphics 315	2
Sculpture 317	3
Ceramics 318	3
Movements in Contemporary Art 401	2
Water Color Painting 414	3
Senior Art Exhibit or Project	0
	<hr/>
	33

Electives, 4 hours:

Applied Design 312	3
Advanced Oil Painting 313	1-3
Introductory Crafts 316	3
American Art 409	2
Commercial Art 411	3
Studio Research 419	1-4
	<hr/>
	37

Note: Required of all art curriculum students in secondary education as part of their Professional Education Block:

The Teaching of Art (Ed. 427)	3
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Curriculum for a Teaching Field in Art Grades 5 Through 9

Total semester hours required 27

Required courses, 27 hours:

Introduction to the Visual Arts 102	2
Introduction to Drawing 110	2
Basic Design 112	3
Lettering 113	1
Drawing 111	2
Introduction to Oil Painting 213	2
Graphics 315	2
Introductory Crafts 316	3
Sculpture 317	3
Ceramics 318	3
Art in Elementary Education 320	2
Arts and Crafts for the Elementary School 322	2
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	27

Curriculum for the Bachelor of Arts Degree with a Field of Specialization in Art for Classroom Teaching in Grades 1 through 12

A student wishing to qualify for the teaching of Art in grades 1 through 12 shall complete in addition to each of the requirements for teaching in grades 7 through 12 the requirements specified for the elementary education major, which includes teaching on the elementary grade level and the following art courses: (See Teaching Fields under Division of Education).

Total semester hours required 47

Semester hours required for classroom teaching in grades
7 through 12 37

Required courses, 10 hours:

Introductory Crafts 316	3
Arts in Elementary Education 320	2
Arts and Crafts for the Elementary School 322	2
Studio Research 419	3
	<hr/>
	10
	<hr/>
	47

Art History Courses:

102. **Introduction to the Visual Arts.** Credit, two hours. An introductory course open to the student who anticipates enrolling in the art curriculum. Lectures, museum visits, and studio work and demonstrations provide background material to stimulate an understanding of the visual arts and

their relationship to the individual and contemporary society. The course involves a general survey of some of the past and present forms of painting, sculpture, and architecture. Art curriculum students and students who anticipate enrolling in the art curriculum are expected to enroll in Art 102. Prerequisite: Permission of the Art Department. First semester.

103. **Introduction to the Visual Arts.** Credit, two hours. An introductory course required of all students designed to give insight into the nature of the visual arts and their relationship to contemporary life. A study of the language and functions of painting, sculpture and architecture, the development of styles, aesthetic principles, and the ideas of art are surveyed. Note: Art 103 may be used by the art curriculum student in lieu of Art 102 only with the permission of the Art Department. First and second semesters.
201. **History of Western Art.** Credit, two hours. A historical survey of the major development in architecture, sculpture, and painting of the Western World from prehistoric times to the eighteenth century, including the arts of Egypt, Greece, Rome, the early Christian era, the Middle Ages, the Romanesque, Gothic, Renaissance, Baroque and Rococo periods. Prerequisite: Art 102 or Art 103. Second semester.
401. **Movements in Contemporary Art.** Credit, two hours. The visual art of the 19th and 20th century are investigated in depth. A study is made of the history and philosophy of the various movements, their origins and growth, and the relationship of their development to contemporary culture and thought. First semester.
409. **American Art.** Credit, two hours. The history of American art from 1700 to the present day is studied. Field trips are made and museums are visited. On demand.

Studio Art Courses:

110. **Introduction to Drawing.** Credit, two hours. A variety of media are explored for a fundamental knowledge of creative expression. Observation, memory training and composition are stressed. First semester.
111. **Drawing.** Credit, two hours. A continuation of Art 110. Additional media are introduced and a study of the human figure is emphasized. Prerequisite: Art 110. Second semester.
112. **Basic Design.** Credit, three hours. An introductory study of design fundamentals involving the elements and principles of visual organization as used in the fine arts and industry. Experimental problems in two and three dimensional design are presented. This course is a prerequisite to all advanced study in art. Second semester.
113. **Lettering.** Credit, one hour. Instruction and experience in the basic pen and brush techniques through design experiments using various lettering styles. First semester.
210. **Advanced Drawing.** Credit, two hours. A continuation of the basic drawing courses, Art 110 and 111. The course is directed toward the further development of skill in composition and drawing technique. An emphasis is placed on pictorial organization and recognition of individual interpretation and development. Prerequisite: Two semester hours of drawing. Second semester.
213. **Introduction to Oil Painting.** Credit, two hours. An introduction to the materials, philosophies, techniques and processes of the painter. Painting is approached as a creative experience through the study of natural and imaginative forms. The individual's attitude toward painting is guided through problems of design and meaning in the creation of visual forms

- and images. Prerequisite: Art curriculum students—Art 112 and Art 110; other students—the consent of the instructor. First semester.
216. **Jewelry.** Credit, two hours. An understanding of the nature of the art materials and processes involved in the craft of jewelry making are explored. Silver, copper, wood and stones are utilized in the designs planned and executed by the student. First semester.
312. **Applied Design.** Credit, three hours. The principles of design are applied by the student to the areas of interior design, stagecraft and scene design, and the design of exhibits, commercial and utilitarian objects. Prerequisite: Art 112. On demand.
313. **Oil Painting.** Credit, two to five hours. A continuation of Art 213. The course is directed toward the further development of skill in composition and painting techniques. Representational and abstract directions are considered, depending on the individual's interest and experience. Prerequisite: Art 213. Second semester.
315. **Graphics.** Credit, two hours. Various methods of printmaking are investigated, including woodcut, linoleum, drypoint, aquatint, etching and serigraphy. First semester.
316. **Introductory Crafts.** Credit, three hours. The course provides the student with the opportunity to design simple craft items. Some of the projects and materials introduced are cloth, wood, clay, metal, glass, mosaics and enameling. Second semester.
317. **Sculpture.** Credit, three hours. An introductory study of three-dimensional form. An opportunity is provided for the development of a fundamental knowledge concerning the elements of sculpture, including a variety of media, methods of construction, composition and evaluation. First semester.
318. **Ceramics.** Credit, three hours. An investigation is made of the forming, decorating, and firing of objects of clay. The experiences include wheel throwing, the primitive methods of constructing a vase by hand, slip painting and glazing. Second semester.
411. **Commercial Art.** Credit, three hours. The course includes the development of design concepts relative to advertising, the problems in composition and pictorial organization, layout and lettering. On demand.
414. **Water Color Painting.** Credit, three hours. An introduction in which the possibilities and limitations of the watercolor medium are explored through experimentation and demonstration. Prerequisite: Art curriculum students—Art 112 and four hours of drawing; other students—permission of the instructor. First semester.
419. **Studio Research.** Credit, one to four hours. A course designed to enable art curriculum students to obtain criticism and guidance in work of the advanced student's own choosing in the following areas: (1) drawing; (2) ceramics; (3) sculpture; (4) graphics; (5) water color painting; (6) oil painting (7) jewelry; or (8) crafts. The art curriculum student is encouraged to become cognizant of the importance of his own philosophy, concepts, techniques and approach to art. Prerequisite: Thirty semester hours of art and the permission of the Art Department. On demand.

Art Education Courses:

320. **Art in Elementary Education.** Credit, two hours. A study is made of the development of Art Education in the United States and its present-day aims and practices. An analysis of the problems encountered in classroom situations in the elementary school; the child's changing needs for artistic expression; parallel growth in creative and mental development; methods

of motivation for different age levels and classroom situations are studied in order to help the elementary teacher build within the curriculum a broad diversified program of art. First semester.

322. **Arts and Crafts for the Elementary School.** Credit, two hours. Emphasis is placed upon the functional activities that can be carried out in the art program of the elementary school. By experiencing the type of projects expected of children, there is an opportunity for the student to become acquainted with the various media of art expression. A variety of art techniques, processes, media, materials and tools are demonstrated. Some art techniques and processes are introduced and organized into subject matter units of work suitable for various grade levels. Prerequisite: Art 320. Second semester.
427. **The Teaching of Art and Ed. Media.** Credit, three hours. A study is made of the development of Art Education in the United States and its present-day aims and practices. The problems encountered in classroom situations on the secondary level; the individual's changing needs for artistic expression; parallel growth in creative and mental development; methods and techniques to develop confidence and skill during adolescence are studied. Art units for the various grade levels are organized and taught. First semester.

**RECOMMENDED SEQUENCE OF COURSES FOR THE STUDENT
ENROLLED IN THE CURRICULUM FOR THE BACHELOR OF
ARTS DEGREE WITH A FIELD OF SPECIALIZATION IN ART
FOR CLASSROOM TEACHING IN GRADES 7 THROUGH 12**

Freshman Year			
First Semester		Second Semester	
Introduction to the Visual Arts 102	2	Basic Design 112	3
Introduction to Drawing 110	2	Drawing 111	2
Lettering 113	1	Written English 102	3
Written English 101	3	General Biological Science 102 or	
General Biological Science 101 or		General Physical Science 104	4
General Physical Science 103	4	History of Civilization 102	3
History of Civilization 101	3	Music Appreciation 111	2
	15		17
Sophomore Year			
Third Semester		Fourth Semester	
Introduction to Oil Painting 213	2	History of Western Art 201	2
Jewelry 216	2	Advanced Drawing 210	2
Fundamentals of Speech 202	3	Introduction to Mathematics 215	3
American Federal Government 101	3	Survey of American Literature 204	3
Survey of English Literature 203	3	Fundamentals of Amer. Ed. 200	3
Principles of Economics 205	3	Orientation in Physical	
Orientation in Physical		Education 122	1
Education 121	1	Electives	3
	17		17
Junior Year			
Fifth Semester		Sixth Semester	
Graphics 315	2	Advanced Oil Painting 313	2
Sculpture 317	3	Ceramics 318	3
Human Development 301	3	Human Development 302	3
Electives	9	Electives	9
	17		17

Senior Year

Seventh Semester		Eighth Semester	
Movements in Contemporary		Principles and Practices of	
Art 401	2	Secondary Education 404	4
Water Color Painting 414	3	Directed Teaching 407	6
The Teaching of Art and		Electives	7
Ed. Media 427	3	Senior Art Exhibit or Project*	0
General Sociology 203	3		
Electives	6		
Senior Art Exhibit or Project*	0		
	<hr/>		<hr/>
	17		17

Electives will need to be used to satisfy requirements for a second field.

*This requirement may be completed during the seventh or eighth semester.

**RECOMMENDED SEQUENCE OF COURSES FOR THE STUDENT
ENROLLED IN THE CURRICULUM FOR THE BACHELOR
OF ARTS DEGREE WITH A MAJOR IN ART**

Freshman Year

First Semester		Second Semester	
Introduction to the Visual Arts 102	2	Basic Design 112	3
Introduction to Drawing 110	2	Drawing 111	2
Lettering 113	1	English 102	3
Written English 101	3	General Biological Science 102 or	
General Biological Science 101 or		General Physical Science 104	4
General Physical Science 103	4	History of Civilization 102	3
History of Civilization 101	3	Music Appreciation 111	2
	<hr/>		<hr/>
	15		17

Sophomore Year

Third Semester		Fourth Semester	
Introduction to Oil Painting 213	2	History of Western Art 201	2
Jewelry 216	2	Advanced Drawing 210	2
Fundamentals of Speech 202	3	Introduction to Mathematics 215	3
American Federal Government 101	3	General Psychology 104	3
General Psychology 103 or		Orientation in Physical	
Principles of Economics 205	3	Education 122	1
Foreign Language	3	Electives	1
Orientation in Physical		Foreign Language	3
Education 121	1		
	<hr/>		<hr/>
	17		17

Junior Year

Fifth Semester		Sixth Semester	
Graphics 315	2	Advanced Oil Painting 313	2
Sculpture 317	3	Ceramics 318	3
Survey of English Literature 203	3	Survey of American Literature 204	3
Foreign Language	3	Foreign Language	3
Electives	6	Electives	6
	<hr/>		<hr/>
	17		17

Senior Year			
Seventh Semester		Eighth Semester	
Movements in Contemporary		Art Electives	4
Art 401	2	Electives	13
Water Color Painting 414	3	Senior Art Exhibit or	
General Sociology 203	3	Project	0
Electives	9		
	<hr/>		<hr/>
	17		17

Electives will need to be used to satisfy requirements for a minor.

MUSIC

Objectives: (1) to contribute to the development of the mature personality through a greater perception, understanding and appreciation of worthwhile music; (2) to prepare students for public school music careers according to approved standards of teacher education; (3) to provide training for students preparing for non-teaching careers in music.

The Music Department offers courses leading to the Bachelor of Arts degree in Music, and in Music Education.

Two Minor programs are available, one for non-teachers and the other for Elementary Education students.

Courses offered by the Music Department are open to all college students within the limits of specific course prerequisites. The general student interested in music as an avocation is encouraged to participate in band and choir or in other activities of the department.

Special Requirements for Music Majors. In addition to prescribed courses it is expected that all music majors will complete satisfactorily certain other requirements, specific details of which may be obtained in the office of the department chairman.

1. Ensemble Participation. All music majors are required to participate in an appropriate ensemble for each and every semester of their college careers, with or without credit. Music minors also are expected to participate in as much ensemble work as circumstances will allow. A maximum of eight hours of credit may be obtained through ensemble participation.

Qualified students are also encouraged to participate in off-campus performing groups such as the Potomac Symphony Orchestra (Hagerstown, Maryland), etc.

2. Piano Proficiency. Non-keyboard Music Education majors are required to pass a proficiency level examination in piano before they can be recommended by the Music Department for admittance to the Teacher Education Professional Block.

3. Senior Recital or Project. Music majors who show proficiency as performers are required to appear in a senior recital during the final year, on recommendation of the music faculty. Music majors not presented in senior recital are required to complete a faculty-approved music project of significant proportions.

4. Attendance at Musical Events. Music majors and minors are expected to attend college and community concerts, recitals and music programs in order to acquire a more comprehensive background in music literature than can be gained solely through class participation.

MENC Student Chapter. Music students can affiliate with professional music educators and with music students from other colleges in the United States through membership in a student chapter of the Music Educators National Conference. This organization affords excellent opportunities for professional orientation and development during the college years.

Supervised Teaching in Music. Students making application for supervised teaching in the music field will be recommended subject to the approval of the music faculty and the teacher education committee. The criteria for approval involves a review of the student's general qualifications and academic record. Students not recommended for supervised teaching may request a re-evaluation after not less than one semester or two summer sessions, during which time it is expected that specified deficiencies will have been corrected.

Job Opportunities in Music. Job opportunities in music in recent years, especially in public schools, have greatly increased until the demand exceeds the supply. Shepherd College music graduates have had numerous positions from which to choose at salaries uniformly high. Current indications point to an even greater demand for trained personnel of this type in the foreseeable future.

Curriculum for the Bachelor of Arts Degree with a Major in Music

Required hours: 41

Music as an Art and Science 101	3
Music Theory 102	3
Music Theory 201	3
Counterpoint 202	3
Arranging 303	2
Form and Analysis 304	3
Music History 311, 312	6
Symphonic Literature 411, or History of Opera 412 ..	3
Applied Music	10
Ensemble	2
Music Elective (selected from the areas of Music Literature, Music Education, or Applied)	3
Recital, or Music Project	NC
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	41

Note: This program is designed for students planning future specialization in such areas as Music Theory, Music Literature, or Applied Music. Twelve hours of foreign language are required.

Curriculum for the Bachelor of Arts Degree with a Major in Music Education (Comprehensive Program, Grades 1-12)

Required hours: 54

Music as an Art and Science 101	3
Music Theory 102	3
Music Theory 201	3
Counterpoint 202	3
Music Materials and Procedures 226	3
Arranging 303	2
Form and Analysis 304	3
Music History 311, 312	6
Choral Conducting 325	3
Instrumental Conducting 326	3
Applied Music	18
Music Ensemble (Band, Choir, etc.)	4
Recital, or Music Project	NC
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	54

Note: In addition, Education 426, The Teaching of Music and Ed. Media, three credit hours, is required as a part of the Professional Education Block.

Curriculum for the Bachelor of Arts Degree with a Major in Music Education (Comprehensive, Grades 7-12)

Students wishing to specialize in music, grades 7 through 12 only, may do so by pursuing the course of study prescribed for grades 1 through 12, with the exception of Music Materials and Procedures 226. Education 426 The Teaching of Music and Ed. Media, three credit hours, is required for this program. Supervised Teaching assignments are on the Secondary Level only.

Curriculum for the Teaching Field in Music (Grades 5-9)

Minimum required hours: 26	Vocal	Instrumental
Music as an Art and Science 101	3	3
Music Theory 102	3	3
Music Appreciation 111	2	2
Music Materials and Procedures 226	3	3
Choral Conducting 325	3	—
Instrumental Conducting 326	—	3
Applied Music (Minimum of 4 hours on major instrument. Instrumentalists must take 2 hours of Instrumental Group Applied)	8	8
Choir or Vocal Ensemble	2	—
Band or Instrumental Ensemble	—	2
Music elective (Selected from the following: Music 314, Music 411, Music 412, or Music 312)	2-3	2-3
	<u>26-27</u>	<u>26-27</u>

Note: In addition, Education 426. The Teaching of Music and Ed. Media, three credit hours, is required.

Keyboard students may pursue either Vocal or Instrumental.

Curriculum for the Non-Teaching Minor in Music

Required hours: 27	
Music as an Art and Science 101	3
Music Theory 102	3
Music Appreciation 111	2
Form and Analysis 304	3
Music History 311, 312	6
Applied Music	6
Music electives (any area)	4
	<u>27</u>

MUSIC THEORY

100. **Music as an Art and Science.** This is the basic music theory course required of all Elementary Education majors. Reading, writing, and playing music are the basic activities. Rhythmic notation, scales, triads, seventh chords, non-harmonic tones, and modulation are presented through programmed instruction and lecture. Individual projects in writing and performing music are required. Two hours, each semester.
101. **Music as an Art and Science.** This is the basic music theory course required of all music majors and minors. Generally, it covers the same material as Music 100 (described above), but in greater depth. In addition, much emphasis is placed on harmonic part-writing. Three hours, plus one-hour lab (non-credit), first semester.
102. **Music Theory.** A study of harmonic progressions in four-part texture involving the use of diatonic triads and seventh chords and their inversions, non-harmonic tones and modulation to related tonal centers. Sight-singing and dictation are included, and creative writing is emphasized. Prerequisite: Music 101. Three hours, plus one-hour lab (non-credit), second semester.

201. **Music Theory.** A study of harmonic progression involving the use of altered triads and seventh chords, augmented sixth chords, modulation to more remote tonal centers, and four-part chorale harmonizations using the complete harmonic equipment as found in the Bach chorales. Also a survey of the evolution of modern harmonic systems, techniques, and devices. Sight-singing and dictation are included, and creative writing is emphasized. Prerequisite: Music 102. Three hours, first semester.
202. **Counterpoint.** A study of the practices and techniques of the contrapuntal art of the 18th century, and an investigation of the invention, chorale prelude, fugue, and other polyphonic forms. Creative writing is emphasized. Prerequisite: Music 201. Three hours, second semester.
303. **Arranging.** The study of the transpositions, ranges, registers, timbres and idiomatic writing for standard orchestral and band instruments, and practical work in arranging for large and small choral and instrumental ensembles. Two hours, first or second semester.
304. **Form and Analysis.** The analysis and composition of homophonic forms from the simple phrase through the one-movement forms, and a survey of the larger musical structures. Both vocal and instrumental forms are studied. Prerequisite: Music 102. Three hours, first or second semester.

MUSIC HISTORY AND LITERATURE

111. **Music Appreciation.** This course is required of all students as a part of the general education requirement in Fine Arts. It is designed to develop an appreciation and understanding of the significance of music in our civilization, and to help the student in the cultivation of intelligent listening habits. It embraces the areas of acoustics, aesthetics, and music history. Important terminology, styles, forms, composers, compositions, and trends are considered. Two hours, each semester.
311. **Music History.** A study of the evolution of the musical art from antiquity through the early Christian, Romanesque, Gothic, Renaissance, and Baroque periods. Three hours, first semester.
312. **Music History.** A study of music and musicians of the Classical Romantic and Modern periods, with an extensive survey of the contemporary scene. Three hours, second semester.
314. **Masterpieces of Music.** A course for music student and dilettante designed to furnish pertinent background and information about important compositions and their composers. Selected orchestral and choral masterpieces are discussed and analyzed, with special emphasis placed on musical aesthetics. Two hours, on demand.
411. **Symphonic Literature.** A study of the evolution of important forms of symphonic literature, with special emphasis given to the Symphony and the Concerto. The development of the modern orchestra, and the art of orchestration are also considered. Three hours, on demand.
412. **Opera.** The study of the evolution of the standard types of operatic form from the early Baroque period to the contemporary scene. Selected operas regarded as especially important are analyzed. Three hours, on demand.
421. **Music Research and Independent Study.** Qualified juniors or seniors may pursue a course of independent study in their major area under the supervision of the appropriate faculty adviser. Students selected must exhibit outstanding ability and scholarship in their chosen area, and must meet the requirements for the Independent Study Program as outlined elsewhere in this catalog. One to three hours.

MUSIC EDUCATION

226. **Music Materials and Procedures.** This course is required of all Elementary Education majors, and is a study of the music program of the elementary schools. Music and teaching methods are presented for the areas of singing, listening, rhythmic responses, use of recordings, melody instruments, tuned and non-tuned rhythm instruments, and for creative experiences. Prerequisite: Permission of the instructor. Three hours, each semester.
325. **Choral Conducting.** A study of the problems of the choral conductor: conducting skills, organization, seating, repertoire, rehearsal and performance, the use of accompaniment, interpretive analysis of vocal literature (both sacred and secular), and how to select and build a choral library. Opportunities given for practical experience in conducting. Prerequisite: Music 102. Three hours, first or second semester.
326. **Instrumental Conducting.** A study of the art and technique of directing instrumental groups. Included are such considerations as score-reading, baton technique, style, interpretation, rehearsal procedures, and practical experience directing college instrumental ensembles. Prerequisite: Music 102. Three hours, first or second semester.
329. **Music Education Workshop.** A workshop designed to meet problems in music pedagogy pertinent to elementary teachers. Special emphasis is placed on the study of new materials and teaching techniques. One hour, on demand (summer only).
330. **Workshop in Classroom Instruments.** The study and playing of simple classroom instruments (Auto-harp, Guitar, Recorder and Song Flute, Melody Bells, Chord-Piano, and Rhythm instruments). Emphasis placed on scoring as well as improvisation of accompaniment. Prerequisite: Permission of the instructor. Two hours, on demand or during summer session.
335. **Marching Band Techniques.** Organization of the marching band, rehearsal procedures, street and parade marching, field shows of all types, formation charting, precision-drill charting and music arranging for the marching band. Two hours, on demand.
426. **The Teaching of Music and Ed. Media.** (Education 426). A methods course in music for the secondary level (see Professional Education lock requirements). Prerequisites: Music 325 or Music 326. Three hours, first or second semester.
427. **Instrument Survey and Repair.** A course designed for the instrumental student who intends to teach. Laboratory experience in the maintenance and repair of band and orchestral instruments is an important part of the course. A general review of the instruments is included. Prerequisite: Permission of the instructor. Two hours, first or second semester.

ENSEMBLE

Ensemble work may be taken with or without credit, and the general college student is encouraged to participate. The same course number can be taken several times for credit. A maximum of eight hours of credit may be granted for ensemble participation.

- 251, 351. **Band.** The reading and performance of band literature, and the participation in campus and off-campus concerts and programs. Open to all college students by consent of the professor. One hour or for non-credit, first and second semesters.
- 253, 353. **Choir.** Choral literature from all periods of music history are studied and performed in campus and off-campus concerts and programs. Open to all college students by consent of the professor. One hour or for non-credit, first and second semesters.

- 358, 458. **Instrumental Ensemble.** A course designed to give the instrumental student experience in playing in small, standard ensemble groups, and to acquaint him with the ensemble literature. Open to all college students by consent of the professor. One hour or for non-credit, first and second semesters.
- 360, 460. **Choral Ensemble.** A course designed to give opportunities for singing in small choral ensembles. Madrigal music from the 15th and 16th centuries studied with regard to vocal technique and style. Open to all college students by consent of the professor. One hour or for non-credit, first and second semesters.

APPLIED

Music Education majors are required to take a minimum of eighteen credit hours of applied music during their college careers. The following requirements pertain to the specific major performing area:

	Applied Instrumental	Applied Voice	Applied Piano
Instrumental Students	12 hours	2 hours	4 hours
Voice students	6 hours	8 hours	4 hours
Piano students	6 hours	2 hours	10 hours

(Note: Organ students may substitute organ for piano, or take a combination of both).

Group Applied

- 135, 136. **Class Piano.** This course is designed for beginning students of piano, who as members of a group, can profit from each other in solving initial problems related to keyboard performance. Prerequisite: Permission of the instructor. One hour, first and second semesters.
- 137, 138. **Voice Class.** This course is designed for the beginning student of voice. Voice placement, breathing, tone, diction, phrasing and other vocal skills are stressed through the use of correlated group vocalization and song literature. Prerequisite: Permission of the instructor. One hour, first and second semesters.
230. **Woodwinds.** The study of general problems related to the clarinet and saxophone families. Students learn to play representative instruments. One hour, first or second semester.
231. **Woodwinds.** The study of general problems related to the flute, oboe and bassoon. Students learn to play these instruments. One hour, first or second semester.
232. **Brass.** The study of general problems related to the brass instruments. Students learn to play representative instruments of the family. One hour, first or second semester.
233. **Strings.** The study of general problems related to the strings. Students learn to play representative instruments of the family. One hour, first or second semester.
234. **Percussion.** The study of general problems related to the percussion instruments. Students learn to play representative instruments of the family. One hour, first or second semester.

Private Applied

Private applied lessons are available to all college students by consent of the appropriate professor, and may be taken for one or two hours of credit per

semester. One credit hour is based on one half-hour lesson plus a minimum of three hours of practice per week. Two credit hours are based on two half-hour lessons plus a minimum of six hours of practice per week. The same course number can be applied any number of times for credit. Students are rated according to six performance levels spelled out for each applied area in the office of the department chairman. Freshmen must take applied music for lower division credit, regardless of level. Upperclassmen may take applied music for upper division credit on the basis of a performance level of four or better.

Music majors must take private applied lessons on their major instrument (with or without credit) every semester of their college career, regardless of other applied considerations.

Music majors must perform at level four or better on their major instrument prior to graduation before they can be considered as having successfully met music curriculum requirements.

161, 361. **Piano.** Private piano instruction is offered on all levels, and aims at the development of individual proficiency in technique and interpretation through the study and performance of the various keyboard styles found in the piano literature. One or two hours each semester.

165, 365. **Organ.** Private organ instruction is offered on all levels, and deals with the idiomatic problems of technique and interpretation characteristics of this instrument as found in the standard literature. One or two hours each semester.

171, 371. **Voice.** Advanced vocal instruction in interpretation of vocal style and technique. Individual proficiency stressed in tone placement, phrasing, diction, and other vocal skills. Prerequisite: Voice Class or permission of the instructor. One or two hours each semester.

181, 381. **Brass Instrument.** Private brass instruction is available for the trumpet, French horn, trombone, baritone horn and tuba. Individual proficiency is developed through the study of proper technique, embouchure, breath control and so forth. Standard methods and solo literature for the specific instrument are studied. One or two hours, each semester.

185, 385. **Percussion Instruments.** Private percussion instruction is available for the student interested in becoming a serious percussionist in such standard ensemble groups as the orchestra, band, brass & percussion ensemble and so forth. Special emphasis is placed on the snare drum and tympani. One or two hours, each semester.

191, 391. **Woodwind Instrument.** Private woodwind instruction is available for the flute, clarinet, saxophone, oboe and bassoon. Individual proficiency is developed through the study of proper technique, embouchure, breath control and so forth. Standard methods and solo literature for the specific instrument are studied. One or two hours, each semester.

195, 395. **String Instrument.** Private instruction is available for the violin, viola, cello and string-bass. Individual proficiency is developed through the study of such problems as fingering, bowing, intonation and so forth. Standard methods and solo literature for the specific instrument are studied. One or two hours, each semester.

SUGGESTED FOUR-YEAR SCHEDULE FOR THE BACHELOR OF ARTS DEGREE WITH A MAJOR IN MUSIC

Freshman Year

First Semester		Second Semester	
English 101	3	English 102	3
History of Civilization 101	3	History of Civilization 102	3
Gen. Biological Science 101, or Gen. Physical Science 103	4	Gen. Biological Science 102, or Gen. Physical Science 104	4
Physical Education 121	1	Physical Education 122	1
Music as an Art and Science 101	3	Music Theory 102	3
Music Ensemble	1	Music Ensemble	1
Applied Music	1	Applied Music	1
<hr/>		<hr/>	
16		16	

Sophomore Year

First Semester		Second Semester	
Fundamentals of Speech 202	3	Introduction to Mathematics 215	3
American Federal Government 101	3	General Sociology 203	3
Survey of English Lit. 203	3	Survey of American Lit. 204	3
Foreign Language	3	Foreign Language	3
Music Theory 201	3	Counterpoint 202	3
Applied Music	1	Applied Music	1
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16		16	

Junior Year

First Semester		Second Semester	
Principles of Economics 205	3	Intro. to the Visual Arts 103	2
Foreign Language	3	Foreign Language	3
Arranging 303	2	Form and Analysis 304	3
Music History 311	3	Music History 312	3
Applied Music	1	Applied Music	1
Electives	5	Music elective	2
<hr/>		<hr/>	
17		16	

Senior Year

First Semester		Second Semester	
Symphonic Literature 411, or History of Opera 412	3	Applied Music	2
Applied Music	2	Music Elective	2
General Electives	11	General Electives	11
<hr/>		<hr/>	
16		NC	
		<hr/>	
		15	

SUGGESTED FOUR-YEAR SCHEDULE FOR THE BACHELOR OF ARTS DEGREE WITH A MAJOR IN MUSIC EDUCATION (COMPREHENSIVE PROGRAM, GRADES 1-12)

Freshman Year

First Semester		Second Semester	
Written English 101	3	Written English 102	3
History of Civilization 101	3	History of Civilization 102	3
Gen. Biological Science 101, or Gen. Physical Science 103	4	Gen. Biological Science 102, or Gen. Physical Science 104	4
Physical Education 121	1	Physical Education 122	1
Music as an Art and Science 101	3	Music Theory 102	3
Music Ensemble	1	Music Ensemble	1
Applied Music	1	Applied Music	2
<hr/>		<hr/>	
16		17	

Sophomore Year

First Semester		Second Semester	
Fundamentals of Speech 202	3	Fund. of American Ed. 200	3
American Federal Government 101	3	General Sociology 203	3
Survey of English Lit. 203	3	Survey of American Lit. 204	3
Intro. to the Visual Arts 103	2	Music Materials & Procedures 226	3
Music Theory 201	3	Counterpoint 202	3
Applied Music	3	Applied Music	2
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17		17	

Junior Year

First Semester		Second Semester	
Human Development 301	3	Human Development 302	3
Principles of Economics 205	3	Introduction to Mathematics 215	3
Arranging 303	2	Form and Analysis 304	3
Music History 311	3	Music History 312	3
Instrumental Conducting 326	3	Choral Conducting 325	3
Applied Music	3	Applied Music	2
<hr/>		<hr/>	
17		17	

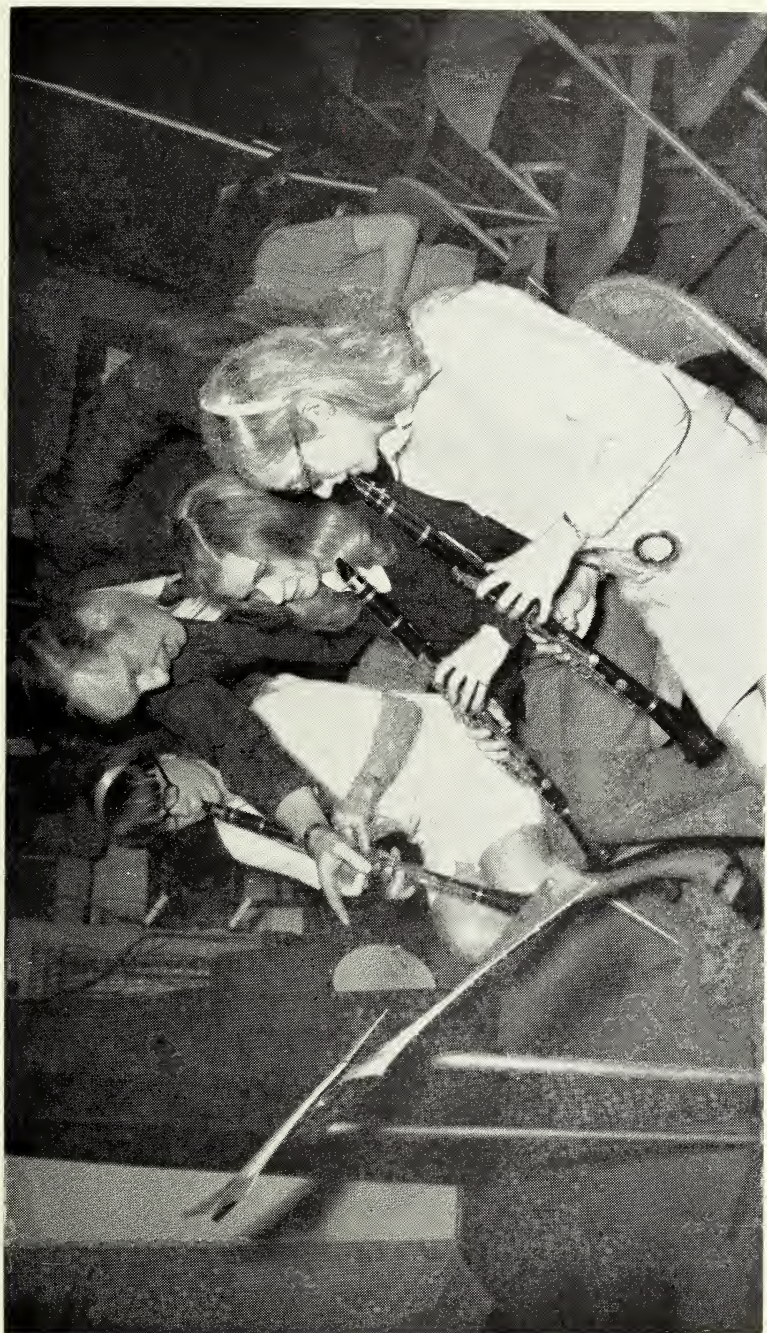
Senior Year

First Semester		Second Semester	
The Teaching of Music & Ed. Media 426	3	Princ. & Pract. of Sec. Education 404	4
Music Ensemble	2	Directed Teaching 407	6
Applied Music	3	Applied Music	2
General Electives	7	Recital or Music Project	NC
<hr/>		<hr/>	
15		12	

(Note: Students pursuing the curriculum for the Bachelor of Arts Degree with a major in Music Education (Comprehensive, Grades 7-12) can also follow this suggested plan. Three hours of electives may be substituted for Music 226).



Shepherd College Stage Band



Music Students get individual attention

DIVISION OF HEALTH, PHYSICAL EDUCATION, RECREATION AND SAFETY

Dr. Josephs, Chairman, Dr. Cree, Mr. Fieger, Miss Hammer, Miss Holden, Mr. Parker, Mr. Riggleman, Mr. Starkey, Mr. Fincham, Miss Mayer and Mr. Byers.

Purposes: (1) To improve the quality of living by providing opportunities for students to acquire scientific knowledge, favorable attitudes, and desirable habits of personal and community health, (2) to prepare teachers of health education, physical education, recreation, and athletic coaches for the secondary schools, (3) to prepare elementary school teachers to assume their responsibilities for the health education and physical education of their pupils, (4) to prepare students to enter graduate schools, and (5) to provide opportunities for students and faculty to participate in a variety of recreational activities, (6) to provide opportunities for students to become corrective therapists, (7) to prepare students to enter physical therapy and occupational therapy programs and (8) to prepare first aid and water safety instructors.

Special Requirements for a Major and a Teaching Field in Health and Physical Education

In addition to the academic courses for a teaching field in physical education, all students are required to complete the following for preliminary approval to the professional block:

1. Participate in one or more field experiences with children and youth for a period acceptable to the division. These experiences may be as sports officials (coaching little league, etc.), club leadership work (4-H, boy scouts, girl scouts, YMCA, YWCA), playground recreation leadership, camp counseling, water safety and first aid instruction, church club leadership, and many other comparable activities.

2. During the sophomore or junior year, serve as a student assistant for one semester in P.E. 121 or P.E. 122.

3. Participate as a player in the Women's Recreation Association, men's intramurals, or the intercollegiate athletic program every semester except when student teaching.¹ At least one semester must be devoted to supervising, officiating, organizing and administering these programs.

Curriculum for a Major and a Teaching Field in Physical Education Grades 7-12

Required courses, 37 hours:²

Personal and Community Hygiene 103	3
Curriculum in Physical Education 310	2
School Health Problems 312	2
Community Recreation 314 or Camp Counseling 332	2
History of Physical Education 325	2
Adapted Physical Education 401	2
Kinesiology 405 ³	3
Administration of Health and Physical Education 406	3
Tests and Measurements in Physical Education 410	2

¹ No academic credit in physical education will be allowed for participation in the WRA, intramural or intercollegiate athletic programs.

² Thirty-seven hours of physical education courses are required in addition to the 48 hours of General Education courses found elsewhere in the catalog.

³ Biology 307 and Biology 308 are prerequisites for Kinesiology.

Theory and Practice of Physical Education, 16 hours, as follows:

Team Sports: ⁴	Men	Women
Team Sports 311	2	2
Theory and Practice of Coaching Football 305	1	
Theory and Practice of Coaching Baseball 306	1	
Theory and Practice of Coaching Basketball 307	1	1
Theory and Practice of Coaching Track and Field 308	1	1
Recreational or Individual Activities: ⁵		
Swimming ⁶	1	1
Theory and Practice of Coaching Wrestling 208M	1	
Tumbling and Gymnastics 209	1	1
Individual and Dual Sports 313	2	2
Rhythmic Activities: ⁷		
Folk and Square Dancing 320 and/or		
Social Dancing 321, Rhythms for Children 221 2-or-1		2
Modern Dancing 322		1
School and Community Activities: ⁸		
Games 201	2	2
First Aid 303 a.b.c.		3
Care and Prevention of Athletic Injuries 304	2	

⁴ Team sports include baseball, football, basketball, volleyball, speedball, soccer, softball, touch football, field hockey, and track and field.

⁵ Recreational activities include individual and dual sports, swimming, archery, golf, tennis, badminton, table tennis, wrestling, tumbling, and gymnastics.

⁶ Swimming includes beginner, intermediate, swimmer, life-saving, instructor, and synchronized swimming courses.

⁷ Rhythmic activities include folk and square dancing, social dancing, modern dancing, and rhythms for children.

⁸ School and community activities include games, first aid, care and prevention of athletic injuries, camp counseling and outdoor education, leadership and community recreation.

Second Teaching Field

Students who elect physical education as a teaching field must choose a second teaching field according to the directions on page 84. A second teaching field in General Science (36 credit hours) may be chosen for Grades 7-9. Course requirements for these fields will be found elsewhere in the catalog. Teaching fields for Grades 5-9 are not acceptable, except as a specialization for a degree in elementary education.

Suggested Curriculum for a Major and a Teaching Field in Physical Education

Freshman Year							
First Semester				Second Semester			
	Men	Women			Men	Women	
English 101	3	3	English 102		3	3	
Biology 101	4	4	Biology 102		4	4	
History 101	3	3	History 102		3	3	
P.E. 103	3	3	Music 111		2	2	
P.E. 121	1	1	Art 103		2	2	
P.E. 221 & P.E. 321 or (P.E.			Swimming		1	1	
320, second semester)			P.E. 122		1	1	
Rhythmic Activity	1-2		P.E. 320 or (P.E. 221 & P.E.				
			321, first semester)			2	
	15-16	14-15			16	16-18	

Sophomore Year

First Semester			Second Semester		
	Men	Women		Men	Women
*Education 301	3	3	*Education 302	3	3
English 203	3	3	Speech 202	3	3
Sociology 203	3	3	English 204	3	3
Mathematics 215	3	3	Economics 205	3	3
P.E. 201	2		P.E. 201		2
P.E. 209-M	1		P.E. 311-M	2	
P.E. 209-W or		1 or	P.E. 313	2	2
P.E. 311-W		2	P.E. 322 or		1 or
(Second Teaching Field)	2	3-4	P.E. 307-W & P.E. 308-W		2
	17	16-18		16	17-18

Junior Year

First Semester			Second Semester		
	Men	Women		Men	Women
Biology 307 and 308	4	4	Political Science 101	3	3
Education 431	3	3	P.E. 310	2	2
P.E. 312	2	2	P.E. 405	3	3
P.E. 314	2	2	P.E. 303		3
P.E. 325	2	2	P.E. 304	2	
P.E. 305-M	1		P.E. 306	1	
P.E. 307-M	1		P.E. 208-M	1	
P.E. 209-W or		1 or	P.E. 308-M	1	
P.E. 311-W		2	P.E. 307-W and P.E. 308-W		2 or
(Second Teaching Field)	2	2-3	or P.E. 322		1
	17	16-18	(Second Teaching Field)	4-5	5
				17-18	17-18

Senior Year

First Semester			Second Semester		
	Men	Women		Men	Women
P.E. 401	3	3	Education 404	4	4
P.E. 406	2	2	Education 407	6	6
P.E. 410	2	2	(Second Teaching Field) or		
(Second Teaching Field)	10	10	Electives	3	3
	17	17		13	13

(The Professional Block may be taken either semester)

Note: The major is not given without directed teaching. *Courses in Human Development should be taken in the Junior year.

Curriculum for a Teaching Field in Elementary School Physical Education—Grades 5-9

Required courses, 24 hours:		Individual and Dual Sports 313	2
Swimming	1	Rhythms for Children 221	1
Personal and Community Hygiene 103	3	First Aid 303	2
Games 201	2	School Health Problems 312	2
Tumbling and Gymnastics 209	1	Materials and Methods 331	2
Team Sports 311	2	Administration of Health and Physical Education 406	3
Adapted Physical Education 401	2	Basketball 307	1

Third Teaching Field**Curriculum for a Teaching Field in Safety Education**

This curriculum prepares the student for a third teaching field in Driver and Traffic Safety Education.

Required courses, 15 hours:

Water Safety 300	1-3
First Aid 303	3
Care and Prevention of Athletic Injuries 304	2
Introduction to Safety Education 316	3
Driver and Traffic Safety Education 318	3
Problems in Driver and Safety Education 319	3

Four Year Curriculum in Safety Education

Objectives:	(1) To prepare teachers for Safety Education. (2) To promote research. (3) To develop and evaluate teaching aids, materials, and equipment.
First Year:	P.E. 300 a-Water Safety P.E. 300 b-Water Safety P.E. 300 c-Water Safety
Second Year:	P.E. 303 First Aid P.E. 304 Care and Prevention of Athletic Injuries
Third Year:	P.E. 316 Introduction to Safety Education P.E. 318 Driver and Traffic Safety Education
Fourth Year:	P.E. 319 Problems in Driver and Safety Education

Curriculum for Corrective Therapy

Students taking a teaching field in physical education may also make application through their division chairman for Physical Education 408—Field Work in Corrective Therapy—at the Veterans Administration Center, Martinsburg, West Virginia.

HEALTH EDUCATION COURSES

103. **Personal and Community Hygiene.** Credit, three hours. The purpose of this course is to improve the quality of living by providing opportunities for students to acquire scientific knowledge, favorable attitudes, and desirable habits of personal and community hygiene. First and second semesters.
312. **School Health Problems.** Credit, two hours. The purpose of this course is to study the health problems relating to public schools. Emphasis is placed upon the principles, policies, materials, and methods of teaching health in public schools. Prerequisite: Physical Education 103, and at least junior class standing. First semester, second semester, and summer.
408. **Field Work in Corrective Therapy.** Credit, six hours. This course is offered in conjunction with the Veterans Administration Center, Martinsburg, West Virginia, where students interested in corrective therapy may take clinical training and be certified as corrective therapists. This course must be taken while the student is enrolled at the college. Further details may be obtained from Mr. Fieger, Health and Physical Education Division. On demand.

PHYSICAL EDUCATION COURSES

101. **Beginning Swimming.** Credit, one hour. The purpose of this course is to teach a student basic strokes in swimming. First semester.
119. **Individual Adapted Physical Education.** Credit, one hour. This course is for those students who, for reasons of physical disability or age, can not safely engage in Physical Education 121 and 122. The content of

- the course will vary to meet the individual student's needs. Students will be assigned to this course by the joint action of the College Health Service and the instructors of required physical education for men and women, respectively.
120. **Individual Adapted Physical Education.** Credit, one hour. This course is a continuation of Physical Education 119.
- 121M. **Orientation in Physical Education.** Credit, one hour. The purpose of this course is to develop basic skills in team sports, rhythms, swimming, individual and dual sports, stunts and tumbling, and body mechanics, and to teach a philosophy of physical education. First semester.
- 121W. **Orientation in Physical Education.** Credit, one hour. The purpose of this course is to develop basic skills in team sports, rhythms, swimming, individual and dual sports, stunts and tumbling, and body mechanics, and to teach a philosophy of physical education. First semester.
- 122M. **Orientation in Physical Education.** Credit, one hour. This course is a continuation of Physical Education 121M. Second semester.
- 122W. **Orientation in Physical Education.** Credit, one hour. This course is a continuation of Physical Education 121W. Second semester.
201. **Games.** Credit, two hours. This course provides students opportunities to learn and present games of primary and intermediate organization to public school pupils. First semester, second semester, and summer.
202. **Intermediate Swimming.** Credit, one hour. The purpose of this course is to teach students who have completed the beginning course in swimming to improve basic skills and learn additional skills. First semester.
206. **Tennis.** Credit, one hour. The purpose of this course is to enable students to learn the fundamental skills of tennis. On demand.
207. **Golf.** Credit, one hour. The purpose of this course is to enable students to learn the fundamental skills of golf. On demand.
- 208M. **Theory and Practice of Coaching Wrestling.** Credit, one hour. The purpose of this course is to enable the student to learn the theory and practice of coaching wrestling. Second semester.
- 209M. **Tumbling and Gymnastics.** Credit, one hour. The purpose of this course is to give future teachers of physical education an opportunity to learn the fundamental skills of tumbling and gymnastics. Teaching methods and safety skills will be emphasized in this class. Class members will be given an opportunity to participate as student instructors in the freshman orientation tumbling and gymnastic units. First semester.
- 209W. **Tumbling and Gymnastics.** Credit, one hour. This course is designed to (1) develop basic skills in tumbling, gymnastics, and apparatus work and (2) prepare the future physical educator to teach in these skill areas. Emphasis is placed on stall bars, balance beam, parallel bars, trampoline and minitramp, side horse and buck, individual and partner stunts and tumbling, mat work, vaulting, free exercise, and safety in each area. Class members act as student leaders in the WRA gymnastics interest group. First semester of even years.
221. **Rhythms for Children.** Credit, one hour. The purpose of this course is to enable the student to learn basic rhythmic activities and to be able to select and present a graded program in rhythms to public school children. First and second semester.

225. **Organization and Administration of Intramural Activities.** Credit, two hours. This course is designed to give insight into sound purposes, principles, policies, procedures, practices, programs, personnel, and planning in the organization and administration of intramural activities with emphasis on problems at the secondary level. On demand.
305. **Theory and Practice of Coaching Football.** Credit, one hour. The purpose of this course is to enable the student to learn the theory and practice of coaching football. First semester and summer.
306. **Theory and Practice of Coaching Baseball.** Credit, one hour. The purpose of this course is to enable the student to learn the theory and practice of coaching baseball. Second semester.
- 307M. **Theory and Practice of Coaching Basketball.** Credit, one hour. The purpose of this course is to enable the student to learn the theory and practice of coaching basketball. First semester and summer.
- 307W. **Basketball for Women.** Credit, one hour. This course prepares prospective teachers in the skills, strategies, rules, coaching techniques, and officiating girls' basketball. Second semester of even years.
- 308M. **Theory and Practice of Coaching Track and Field.** Credit, one hour. The purpose of this course is to enable the student to learn the theory and practice of coaching track and field events. Second semester.
- 308W. **Track and Field.** Credit, one hour. This course is designed to (1) develop fundamental skills in track and field events and (2) prepare the future physical educator to teach and coach these events. Emphasis is placed on conditioning and safety in each of the following areas: sprinting, relay races, distance running, hurdles, high jump, long jump, discus, shot-put, and javelin. Class members plan and conduct a track meet as well as act as student leaders in the WRA track and field interest group. Second semester of odd years.
309. **Synchronized Swimming.** Credit, one hour. A swimming course for the accomplished swimmer, this course includes a concentration on form in all of the recognized swimming strokes, variations, stunts, swimming in unison and formations, with and without music. Open to persons holding "Swimmer's" through "Life Saving" certification, or by permission of instructor. On demand.
310. **Curriculum in Physical Education.** Credit, two hours. The purpose of this course is to enable the student to teach physical education to elementary and secondary school children. Second semester.
- 311M. **Team Sports.** Credit, two hours. The purpose of this course is to give future teachers of physical education an opportunity to learn the fundamental skills and teaching techniques of soccer, speedball, volleyball, softball, and touch football. First semester and summer.
- 311W. **Team Sports.** Credit, two hours. The purpose of this course is to enable students to learn the theory and practice of team sports in which no special course is given, i.e., soccer, speedball, volleyball, field hockey, field ball, and softball. First semester.
313. **Individual and Dual Sports.** Credit, two hours. The purpose of this course is to enable students to acquire skills in doing and teaching such activities as archery, badminton, bowling, paddle tennis, table tennis, and some of the co-recreational team sports. First and second semesters. (Summer courses for non-majors only.) Prerequisites: P.E. 121 and P.E. 122.

315. **Archery.** Credit, one hour. The purpose of this course is to enable students to develop a degree of proficiency in the fundamentals of archery. Archery personalities, history, care and repair of equipment, novelty shoots—roving, archer, golf, clout shooting, and tournaments—are a part of course content. On demand.
320. **Folk and Square Dancing.** Credit, two hours. The purpose of this course is to enable the student to perform, with skill and pleasure, many of the American folk and square dances and folk dances which are typical of other countries. In addition, the students will learn to teach, adapt, and call folk and square dances at the secondary and adult levels. Second semester.
321. **Social Dancing.** Credit, one hour. The purpose of this course is to enable the student to learn proper social dancing techniques, the etiquette of the dance floor, and methods of teaching social dancing. First semester.
- 322W. **Modern Dancing.** Credit, one hour. The purpose of this course is to teach the student the techniques of modern dance, methods of teaching modern dance to the various age groups, and the historical background of the dance from the primitive to the present time. Second semester of odd years. Open to men with permission of instructor.
324. **Leadership in Physical Education for Elementary Teachers.** Credit, one hour. This course is offered to provide the elementary school teacher with materials and methods for conducting a physical education program in the classroom. It supplements P.E. 201 Games, and P.E. 221 Rhythms. The major emphasis in the course is on lead-up games, stunts, free-play, etc. Prerequisites: P.E. 201 and 221. On demand.
325. **History of Physical Education.** Credit, two hours. The purpose of this course is to enable prospective physical education teachers to learn the history of physical education from earliest times down to the present. First and second semester, and summer.
331. **Materials and Methods in Elementary School Physical Education.** Credit, two hours. This course is offered for students planning to teach physical education at the elementary school level. The purpose of the course is to enable students to consolidate their previous student experiences toward program planning and presentation of methods to classes at the elementary level. First semester, even years. Prerequisite: ten hours in physical education.
401. **Adapted Physical Education (Corrective and Preventive).** Credit, two hours. To acquaint the student with the problem underlying the need for an adapted physical education program, the organization, administration and conduct of adapted educational programs for the most prevalent types of disabilities found in school populations, and to assist in the coordination of health and physical education services in the school. First semester, summer, and on demand.
403. **Football and Basketball Officiating.** Credit, two hours. This course is designed to acquaint the student with the rules of football and basketball and to teach him proper techniques of officiating these games. First semester.
405. **Kinesiology.** Credit, three hours. The purpose of this course is to enable the student to understand and apply the principles of the mechanics of bodily movement to activities. Second semester. Prerequisite: Human Anatomy and Physiology.

406. **Administration of Health and Physical Education.** Credit, three hours. The purpose of this course is to enable prospective health and physical education teachers to understand the philosophy, principles, problems, policies, and procedures essential to administer a good physical education program. First semester, second semester and summer on demand.
422. **Exercise Physiology.** Credit, two hours. The concepts and principles involved in the activities of muscles and nerves (Bioenergetics), reflexes, respiratory metabolism, cardiopulmonary functions, environmental physiology, and practical application of work physiology are studied. Prerequisite: Human Anatomy and Physiology. Second semester.

HEALTH AND PHYSICAL EDUCATION COURSES

410. **Tests and Measurements in Health Education and Physical Education.** Credit, two hours. The purpose of this course is to enable the student to develop testing techniques applicable to health and physical education. First semester, second semester, and summer on demand.
411. **Independent Study in Health, Physical Education, Recreation, or Athletics.** Credit, one to three hours. This course is designed primarily for seniors with averages of 3.3 or above, who are seeking an opportunity for the investigation of professional problems. This study is particularly recommended for those students who plan to do graduate study in physical education or its related fields. Permission of the division chairman is required for enrollment in this course.

RECREATION EDUCATION COURSES

332. **Camp Counseling and Outdoor Education.** Credit, two hours. This course presents the history and philosophy of camping, various types of camps, camp organization and programming, camping activities, and skills essential for successful camp counseling. The American Camping Association's Camperafter Course, several class camping trips, and a field trip to the Frederick County, Maryland, Outdoor School are a part of course content. First semester.
314. **Community Recreation.** Credit, two hours. The purpose of this course is to enable the student to provide leadership in organizing and administering community recreation programs. First semester, second semester, and summer.

SAFETY EDUCATION COURSES

- 300a. b. c. **Water Safety.** Credit, one-three hours. This course is a combination of the swimmer, life-saving, and instructor courses in water safety. Students who satisfactorily complete this course are certified by the American National Red Cross as water safety instructors. Second semester.
- 303a. b. c. **First Aid.** Credit, one-three hours. This course is a combination of the standard, advanced, and instructor courses in first aid. Students who satisfactorily complete this course are certified by the American National Red Cross as first aid instructors. Second semester and on demand.
304. **Care and Prevention of Athletic Injuries.** Credit, two hours. A theory and laboratory course dealing with the prevention, care, and strapping of athletic injuries. Class members serve as student trainers during the football and/or basketball season. Open only to men students and with the permission of the instructor. Second semester and summer.

316. **Safety Education.** Credit, three hours. The purpose of this course is to develop a safety consciousness by means of projects dealing with home, highway, school, and industrial safety. The course includes methods and materials of teaching safety. First semester and summer.
318. **Driver Education and Traffic Safety Education.** Credit, three hours. A basic course designed to prepare teachers of driver education; includes supervised practice-driving instruction. Non-drivers may enroll for this course as auditors in order to learn to drive an automobile. Prerequisites: Safety Education, 316. Second semester of odd years; and summer.
319. **Problems in Driver and Traffic Safety Education.** Credit, three hours. Individual problems encountered in teaching driver and traffic safety education. Examination of existing courses of study, research, and supervisory, and evaluative practices. Second semester of even years; and summer. Prerequisites: P.E. 316 and P.E. 318.

EDUCATION COURSES

431. **Special Methods in the Teaching of Physical Education.** (Formerly P.E. 404c Special Methods in P.E.) Credit, three hours. This course is designed to help the student acquire a knowledge of the application of the fundamental principles of learning and teaching motor skills. Class activities include teaching demonstrations, observation, lectures, discussions, reports of research on motor skill learning, and the preparation of teaching units in the various areas of physical education. First semester, second semester, and summer on demand.



Football is a major sport at Shepherd College.

DIVISION OF HOME ECONOMICS

Chairman, Mrs. Hendricks, Miss Reed, Mrs. Kepple, Mrs. Stealey

PHILOSOPHY AND PURPOSES

The specific objectives of the home economics division are to prepare students for a professional career in teaching home economics and for the practical and artistic role of homemaking, thus contributing toward the improvement of home and family living. Young women are offered the opportunity of majoring in home economics, or both women and men may elect courses in home economics for personal enrichment and as a supplement to other vocations.

Experiences are provided for teacher-student planning, practice, and co-operative evaluation in the preparation of students to teach home economics in junior and senior high schools.

The home economics student is helped to recognize that continual evaluation of family and individual goals, values and philosophies should occur relative to the socio-economic changes in our society.

The Home Management Residence is a separate building which is appropriate for family living and will comfortably accommodate six students and the instructor in residence. Home economics majors gain experience in group living through application of knowledge and skills in making a home during a nine-weeks period in the management house.

A two-room addition has been added to the Home Economics building to house the clothing laboratory, and the nursery school. The clothing laboratory is furnished with sufficient and efficient equipment for classroom teaching. The nursery school laboratory is housed on the first floor of this addition which enables the Home Economics majors to have actual experience in working with the children as a part of the college teacher-education programs.

Beginning in August, 1970, a curriculum in Hotel, Motel, and Restaurant Management will be offered by the Divisions of Home Economics and Business Administration.

Comprehensive Curriculum for Teaching Home Economics in Grades 7-12

(This program will also meet requirements for a Home Ec Major)

Required courses, 43 hours:

Textiles 101	3
Clothing 102	3
Advanced Clothing 301	3
Food and Nutrition for the Family 201	3
Food and Meal Management 202	3
Nutrition 318	3
Marriage Relations 300	3
The Family 303	3
Child Development 304	3
Home Equipment 305	2
Home Management 307	2
Consumer Economics 403	3
Home Management Residence 405	3

Home Planning and Furnishings 306	3
Housing 308	3
*Electives	6
	<hr/> 49

*The 6 hours of electives will be chosen from the following areas: history, psychology, English, mathematics, science or foreign language.

Ed. 428-The Teaching of Home Economics at Secondary Level and Ed. 429-The Teaching of Home Economics at Adult Level are required of vocational Home Economics majors.

Home Economics Curriculum

24 hours for a teaching field—Grades 5 through 9

Textiles 101	3
Clothing 102	3
Food and Nutrition for the Family 201	3
Nutrition 318	3
Marriage Relations 300	3
Child Development 304 (Nursery School Lab)	3
Total	<hr/> 18

and 4 or 5 credit hours from

Home Management 307	2
Home Planning and Furnishings 306	3
Home Equipment 305	2
Total	<hr/> 4 or 5
TOTAL	<hr/> 24 or 25

Suggested Program for Students with a Comprehensive Teaching Field in Home Economics

First Semester		First Year	Second Semester	
English 101	3	English 102	3	
History of Civilization 101	3	History of Civilization 102	3	
*Elementary Chemistry 103	4	Elementary Chemistry 104	4	
Textiles 101	3	Introduction to Visual Arts 103	2	
**Food and Nutrition for the Family 201	3	Music Appreciation 111	2	
Orientation to Home Economics	0	**Clothing 102	3	
	<hr/> 16		<hr/> 17	

**To be offered first and second semester.

First Semester		Second Year	Second Semester	
Education 200	3	Economics 205	3	
Sociology 203	3	American Lit. Survey 204	3	
English Lit. Survey 203	3	Human Development 301	3	
Speech 202	3	Basic Design 112	3	
**Advanced Clothing 301	3	**Food and Meal Management 202	3	
Orientation in P.E. 121	1	Orientation in P.E. 122	1	
	<hr/> 16		<hr/> 16	

**To be offered first and second semester.

		Third Year	
First Semester			Second Semester
Math 215	3	Human Development 302	3
American Government 101	3	Housing 308	3
Home Furnishings 306	3	The Family (Soc.) 303	3
Nutrition 318	3	Child Development 304	3
Marriage Relations 300	3	Home Equipment 305	2
Electives	2	Electives	3
		17	17

*Substitutes for General Biological Science 101 & 102 or General Physical Science 103 & 104 as listed in program of general studies.

		Fourth Year	
First Semester			Second Semester
Methods of Teaching Home Ec. at Secondary Level 428	4	Principles and Practices of Secondary Education 404	4
Methods of Teaching Home Ec. at Adult Level 429	2	Directed Teaching 407	6
Consumer Economics 403	3	Home Management Res. 405	3
Electives	7	Home Management 307	2
		Electives	2
		16	17

101. **Textiles.** (3 hrs.) Study of textile fibers, yarns, and construction techniques as a basis for selecting fabrics for clothing and the home. First semester.
102. **Clothing.** (3 hrs.) Basic construction applied to projects suitable to individual needs. Lectures on selection and assembling of suitable and appropriate wardrobes. First and second semester.
300. **Marriage Relations.** (3 hrs.) The process of marital adjustment, including the problems of dating, courtship, engagement, marriage, and pregnancy. First and second semester.
301. **Advanced Clothing.** (3 hrs.) Modern techniques of clothing construction applicable to teaching presentation. Prerequisites: Clothing 101 and 102. First and second semester.
304. **Child Development.** (3 hrs.) A study of the physical, emotional, and social development of the infant and preschool child (from birth to five years). The two hours of class work are integrated with individual two hour laboratory experiences in the nursery school. First and second semester.
201. **Food and Nutrition for the Family.** Credit, three hours. This course is a study of the nutritive value of basic foods used for everyday consumption by individuals and families. Special emphasis is given to meal planning, cooking principles, preparation and serving in the light of present-day living. First and second semester.
202. **Food and Meal Management.** Credit, three hours. This course offers experience in planning, marketing, preparing and serving nutritionally adequate family meals for numerous occasions. Consideration is given to typical family-meal problems and management of time, energy, and equipment. Prerequisite: Food and Nutrition for the Family 201. First and second semester.
210. **Demonstration Techniques.** Credit, two hours. A course designed to teach demonstration techniques and to give practical experience in the demonstration of foods, equipment and clothing. On demand.

302. **Tailoring.** Credit, three hours. Construction of hand-tailored garments using couturier designs; professional tailoring techniques, custom-fitting and fast-tailoring techniques. Elective. Prerequisite: Clothing 101, Clothing 102, Advanced Clothing 301. Offered on demand.
305. **Home Equipment.** Credit, two hours. This course includes selection, care and use of equipment in the home. Needs of individual homes are considered. Lectures, demonstrations, laboratory work and trips are included in presentation of material. Second semester.
306. **Home Furnishings.** (3 hrs.) A course to guide individuals into creating beauty, expressiveness, and functionalism in the home. Emphasis is given to applying the principles of design to furnishings and accessories for the home. Prerequisite: Art 112. First Semester.
307. **Home Management.** (2 hrs.) A study of the application of the principles of management to human and nonhuman resources in developing values and achieving individual and family goals. To be taken concurrently with Home Management Residence. First and second semester.
308. **Housing.** (3 hrs.) A course designed to help individuals understand, accept, and plan for the housing needs of today's families. Second semester.
405. **Home Management Residence.** (3 hrs.) Residence in home management entails living in the Home Management House for a period of nine weeks. This experience provides the opportunity to apply the skills of management in a practical situation under supervision. First and second semester.
318. **Nutrition.** Credit, three hours. This course deals with facts useful in meeting everyday nutritional problems which have been gleaned from the fields of food composition, economics, the chemistry and physiology of body processes, dietetics, and medicine. These facts are stated in simple language that is understandable to those with little knowledge of chemistry and may be utilized for preventing ill health and promoting a high degree of physical fitness. First semester.
403. **Consumer Economics.** Credit, three hours. A study of the opportunities and responsibilities of the consumer in purchasing commodities for use in promoting individual and family goals. Second semester.
- Ed. 428. **Methods of Teaching Home Economics at the Secondary Level.** Credit, four hours. This course deals with the problems directly related to teaching, beginning with the philosophy and objectives of home economics education and continuing through methods of developing the objectives and evaluating the results. Attention is directed to effective techniques and procedures of teaching, the place of home economics in the total school program and the home economics teacher's role in the school and community. First semester.
- Ed. 429. **Methods of Teaching Home Economics at the Adult Level.** Credit, two hours. A study of the philosophy, promotion, organization, methods, and techniques of working with out-of-school groups. Each student will participate in organizing and teaching an adult group in the college community. First semester.
- Ed. 407. ***Directed Teaching in the High School.** All home economics majors will do their directed teaching in a federally reimbursed secondary school homemaking program. Prerequisites: Education 428 and Education 429.

*See Division of Education.

Students preparing for the teaching field in the Division of Home Economics will be qualified for a vocational certificate and eligible to teach in the vocational home economics departments of the reimbursed high schools.

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430. **Seminar.** (2 hrs.) Survey and evaluation of recent research in the field of home economics education and selection of a problem for experimentation and evaluation. Second semester.
207. **Survey of Food Services.** (3 hrs.) Organization and basic operation of various types of quantity food services. Fundamentals of preparation and meal planning, food production and service standards and techniques. Practice in evaluating food service installations. Field trips required.
303. **Lodging Management.** (3 hrs.) Functions of organization supervision and activation in organizations providing overnight accommodations. Considerations of others, policies, trade associations, collective bargaining, employee training and emphasis on human relationships.
309. **Food Production Systems.** (3 hrs.) Recognition and achievement of quality in development of systematic relationships between items, time, labor, equipment and costs in quantity food production. Quality procurement policies for food, beverages and related items.
490. **Service Industry Externship.** (3 hrs.) Application of theoretical concepts to practical supervisory or managerial situations in state institutions. Lecture five times per semester to present oral and written reports on actual experience gained in relationship to theoretical concepts.
491. **Service Industry Externship.** (3 hrs.) Application to theoretical concepts to practical supervisory or managerial situations in restaurants. Lecture five times per semester to present oral and written reports on actual experience gained in relationship to theoretical concepts.
492. **Service Industry Externship.** (3 hrs.) Application of theoretical concepts to practical supervisory or managerial situations in hotels and motels. Lecture five times per semester to present oral and written reports on actual experience gained in relationship to theoretical concepts.

Orientation of Home Economics. No credit. With a family oriented perspective, this course will introduce objectives, origins, and status of the profession today. It will include career opportunities and requirements for entering the Home Economics profession.



Home Economics Classes at work.



DIVISION OF LANGUAGES AND LITERATURE

Dr. Malton, **Chairman**, Mr. Banks, Mrs. Butler, Mrs. Byrer, Dr. Coffeen, Dr. Cornwell, Mrs. Dean, Miss Elliott, Mrs. Grissinger, Miss Houglet, Dr. Keebler, Mrs. Leimbacher, Mr. Miller, Mr. Perry, Mrs. Pike, Mr. Rogers, Mr. Wilson, Mr. Winters, Mr. Wyler.

ENGLISH

Purposes: To teach students to appreciate and understand our literary heritage, to express thought accurately, to organize ideas, to develop skill in the use of literary materials, and to interpret the thoughts of others with clear images and appropriate emotions.

Curriculum for a Major and Teaching Field in English

The minimum requirement of 39 semester hours of academic work in English includes the fifteen hours listed in the general education requirements. In addition, all students in the program are strongly advised to complete at least two years of a foreign language study. It is further suggested that students majoring in English take a minor in French, history, philosophy, speech and drama, or library science.

Total hours required for a major and teaching field 39

Required courses by areas, 30 hours:

1. Written English 101	3
Written English 102	3
2. Fundamentals of Speech 202	3
3. Modern Grammar 331 or History of the English Language 405*	3
4. Advanced Composition 332 or Creative Writing 362*	3
5. Survey of English Literature 203	3
Survey of American Literature 204	3
6. Shakespeare 303	3
7. Chaucer 430 or Milton 435	3
8. American Literature 310	3

Electives, 9 hours:

9. Three courses from the following**:	
Mythology 300	3
Short Story 301	3
Contemporary Literature 302	3
Early Dramatic Literature 304	3
Modern Dramatic Literature 305	3
Literature of the English Renaissance 306	3
Bible as Literature 308	3
Poetry 309	3
World Literature 313-314	3
The English Novel 315	3
Victorian Literature 316	3
Romantic Literature 317	3
Eighteenth Century English Literature 321	3
American Fiction 360	3
American Poetry 361	3
The Essay 404	3
Great Books 416-417	3
The Contemporary Novel 420	3
Elizabethan Drama 425	3
Literary Criticism 436	3

*See course description.

With the consent of the chairman of the division and the student's adviser, a course from **one of the following fields: library science, journalism, advanced speech, play production, or direction may be substituted for **one** course listed under literature electives.

All prospective English teachers will take Education 421, The Teaching of English, as part of the teaching block.

Curriculum for a Teaching Field in Language Arts Comprehensive Grades 7 Through 12

Total hours required for a teaching field	53
English, 33 hours:	
Language, 9 hours:	
Written English 101	3
Written English 102	3
Modern Grammar 331	3
Literature, 24 hours:	
Survey of English Literature 203	3
Survey of American Literature 204	3
Shakespeare 303	3
American Literature 310	3
Chaucer 430 or	
Milton 435	3
Mythology 300 or World Literature 313	3
Electives: Two courses from the following:	
Short Story 301	3
Contemporary Literature 302	3
Early Dramatic Literature 304	3
Modern Dramatic Literature 305	3
Literature of the English Renaissance 306	3
Bible as Literature 308	3
Poetry 309	3
World Literature 314	3
The English Novel 315	3
Victorian Literature 316	3
Romantic Literature 317	3
Eighteenth Century English Literature 321	3
American Fiction 360	3
American Poetry 361	3
The Essay 404	3
Great Books 416-417	3
The Contemporary Novel 420	3
Elizabethan Drama 425	3
Literary Criticism 436	3
Speech, 15 hours:	
Voice and Diction 200	3
Fundamentals of Speech 202	3
Play Direction 309 or Direction 311	3
Oral Interpretation of Literature 323	3
Electives: One course from the following:	
Play Acting 203 or Acting 312	3
Elements of Dramatic Production 204	3
Theatre Practice 208	3
Stagecraft and Scene Design 246	3
Persuasive Speaking 300	3
Advanced Public Speaking 315	3
Discussion: Principles and Types 319	3
Argumentation and Debate 320	3
Speech Correction 330	3
History of the Theatre 341	3
Journalism, 5 hours:	
Introduction to Journalism 101	3
High School Journalism 301	2

Curriculum for a Teaching Field in Language Arts Grades 5 Through 9

Total hours required for a teaching field	24
Language, 9 hours:	
Written English 101	3
Written English 102	3
Modern Grammar 331	3
Speech, 3 hours:	
Fundamentals of Speech 202	3
Literature, 12 hours:	
Survey of English Literature 203	3
Survey of American Literature 204	3
Backgrounds of Literature 202	3
Oral Interpretation of Literature (Speech 323)	3

Curriculum for a Minor in English

Total hours required for an English minor	27
Required courses by areas, 18 hours:	
1. Written English 101	3
Written English 102	3
2. Fundamentals of Speech 202	3
3. Survey of English Literature 203	3
Survey of American Literature 204	3
4. Shakespeare 303	3
5. Electives from composition and literature courses numbered 300 or above	9



Students find the large, pleasant reading room in the new library conducive to study and research.

COMPOSITION

101. **Written English.** Credit, three hours. Comprehensive review of grammar, sentence building, usage, and punctuation. Practice in composition, with emphasis on expository prose. Prerequisite to all other English courses. First and second semesters.
102. **Written English.** Credit, three hours. An extension of English 101 with emphasis on the research paper. Prerequisite to all other English courses. First and second semesters.
331. **Modern Grammar.** Credit, three hours. A study of modern descriptive English grammar and levels of usage. The chief aim of the course is to give the student a systematic understanding of the working of the English language as a basis for critical reading and correct effective speaking and writing. Prerequisites: English 101 and 102, junior or senior standing. First and second semesters.
332. **Advanced Composition.** Credit, three hours. A study of techniques and extensive practice in informative, persuasive, and contemplative writing. Prerequisites: English 101 and 102. First and second semesters.
362. **Creative Writing.** Credit, three hours. The various forms and techniques of imaginative writing. Non-liberal arts candidates must take English 332 as a prerequisite. Liberal arts candidates may take this course instead of English 332 with the consent of the instructor, the chairman of the division, and the Academic Dean. Prerequisites: English 101 and 102.
405. **History of the English Language.** Credit, three hours. A study of modern English and its heritage, with emphasis on American English. Liberal arts candidates may take this course instead of Modern Grammar 331 and the consent of the instructor, the chairman of the division, and the Academic Dean. Prerequisites: English 101, 102 and 203.
- 440a, 440b. **Seminar in Grammar.** Credit, one hour. The student marks for correction freshman compositions under the supervision of a member of the English staff. Prerequisite: junior or senior rank and successful completion of English 331 and 332. First and second semesters.

LITERATURE

202. **Backgrounds of Literature.** Credit, three hours. A study of all forms of children's literature, with emphasis on laying foundations for life-long enjoyment of literature, giving instruction and practice in storytelling, and establishing criteria and resources for book selection. Only candidates for the degree of Bachelor of Arts in Elementary Education and students with a minor or teaching field in Library Science may enroll in this course. Prerequisites: English 101 and 102. First and second semesters.
203. **Survey of English Literature.** Credit, three hours. A study of major works from Beowulf to the present time. Prerequisites: English 101 and 102. First and second semesters.
204. **Survey of American Literature.** Credit, three hours. A critical study of representative writers from the Colonial Period to the present day. Prerequisites: English 101 and 102. First and second semesters.
300. **Mythology.** Credit, three hours. Emphasis will be on Greek, Roman and Norse mythology and their influence on English and American writers. Various examples of Greek and Roman literature will be read in translation. Prerequisites: English 101 and 102.

301. **Short Story.** Credit, three hours. A careful reading and discussion of selected short stories, with emphasis on understanding and appreciation. Attention is given to providing the student with a basis for critical judgment of short stories. Prerequisites: English 101 and 102.
302. **Contemporary Literature.** Credit, three hours. A study of the various types of literature by the chief contemporary writers of England and the United States. Prerequisites: English 101 and 102.
303. **Shakespeare.** Credit, three hours. A study of selected plays and the sonnets. Minor emphasis on Shakespeare's biography and Elizabethan background. Prerequisites: English 101, 102, and 203. First semester.
304. **Early Dramatic Literature.** Credit, three hours. A study of representative drama from Aeschylus to Ibsen. Prerequisites: English 101 and 102.
305. **Modern Dramatic Literature.** Credit, three hours. A study of representative drama from Ibsen to the present day. Prerequisites: English 101 and 102.
306. **Literature of the English Renaissance.** Credit, three hours. The prose and poetry of the sixteenth and earlier seventeenth centuries, excluding the drama and Milton. Prerequisites: English 101, 102, and 203.
308. **Bible as Literature.** Credit, three hours. A study of the various types of literature found in the Bible. Prerequisites: English 101 and 102.
309. **Poetry.** Credit, three hours. Through a detailed study of selected English and American poems, this course intends to increase the student's awareness of the range, depth, and variety of poetry, and to involve him in a serious consideration of the many aspects of the poetic experience: metrics, structure, diction, imagery, metaphor, tone, and meaning. Prerequisites: English 101, 102, and 203 or 204.
310. **American Literature.** Credit, three hours. A study of the philosophical and social concepts explicated by representative writers from the nineteenth and twentieth centuries. Prerequisites: English 101, 102, 204. Annually.
313. **World Literature.** Credit, three hours. A study of the literature of Greece and Rome, in translation, and its influence on English culture. Prerequisites: English 101 and 102.
314. **World Literature.** Credit, three hours. A study of medieval and modern literature in translation and its influence on English literature. Prerequisites: English 101 and 102.
315. **The English Novel.** Credit, three hours. The course traces the development of the English novel through the works of major novelists of the eighteenth and nineteenth centuries. Prerequisites: English 101, 102 and 203.
316. **Victorian Literature.** Credit, three hours. A study of representative selections from the major poets and prose writers of the period. The thought content and literary form of the selections are emphasized. Attention is given to their reflection of the chief cultural and intellectual currents of the political and social history of the era. Prerequisites: English 101, 102, and 203.
317. **Romantic Literature.** Credit, three hours. A study of the major writers of English Romanticism, with primary emphasis on the works themselves, but with some attention to the historical and intellectual backgrounds. Prerequisites: English 101, 102 and 203.

321. **Eighteenth Century English Literature.** Credit, three hours. A study of selections from the principal writers of the period, including Dryden, Pope, Swift, Johnson, Boswell, and Gray. Some attention is given to biography and historical background. Prerequisites: English 101, 102 and 203.
360. **American Fiction.** Credit, three hours. Primarily a study of the American novel, this course examines developing views and criticisms of society, literary movements, and stylistic trends as reflected in American fiction from Cooper to Faulkner. Prerequisites: English 101, 102 and 204.
361. **American Poetry.** Credit, three hours. This course is a study of the works of the major American poets, their artistic, intellectual, and social significance, from the Puritans to Stevens. Prerequisites: English 101, 102 and 204.
404. **The Essay.** Credit, three hours. Reading and extensive study of the essay, with special emphasis on the stylistic qualities of the more notable English and American essayists and on the modern essay in its various forms. Prerequisites: English 101 and 102.
416. **Great Books.** Credit, three hours. Selected classics that have shaped the thinking of Western Europe and America will be studied and discussed. Prerequisites: English 101 and 102.
417. **Great Books.** Credit, three hours. A continuation of Great Books 416. Prerequisites: English 101 and 102.
420. **The Contemporary Novel.** Credit, three hours. The course is a study of the novel since 1900 with emphasis on the works of European writers. Prerequisites: English 101 and 102.
425. **Elizabethan Drama.** Credit, three hours. This course involves the study of the predecessors and contemporaries of Shakespeare, and the evolution of the different genres of Elizabethan drama. It is designed as a companion course to Shakespeare 303. Prerequisites: English 101, 102 and 203.
430. **Chaucer.** Credit, three hours. **The Canterbury Tales**, **Troilus** and **Criseyde** and various other poems are studied. The language and the period as they are reflected by Chaucer are also treated. Prerequisites: English 101, 102 and 203.
435. **Milton.** Credit, three hours. A study of selections from Stuart and Commonwealth verse, Donne, and Milton, viewed against their literary and historical background. Chief emphasis is on Milton's lyric and epic poems. Prerequisites: English 101, 102 and 203.
436. **Literary Criticism.** Credit, three hours. A study of principles and trends in literary criticism from classical times to the present. Though it is primarily a course in theory, the student will be given an opportunity to apply the principles learned in a study of his own. Open only to seniors or juniors with the consent of the instructor. Prerequisites: English 101 and 102.
441. **Independent Study in English.** Credit, one to three hours. See Independent Study Program. Prerequisite: Six hours of advanced work in English. First and second semesters.

JOURNALISM

Purposes: To introduce the student to the field of journalism; to provide practical guidance in understanding and producing the materials of the mass-communication media; and to train intelligent readers and writers.

Curriculum for a Minor in Journalism

The curriculum for a minor in journalism requires 21 semester hours credit. It is suggested that a person minoring in the field of journalism take a major subject field in English, economics, political science, or business administration. Courses in foreign languages and sociology, and Social Psychology 205 would also be helpful.

Required courses:

News Writing 204	3
Editing and Make-up 206	3
News Story Types 305	3
Feature and Editorial Writing 306	3
Propaganda and Public Opinion 310	3
	<hr/>
	15
Electives from the field of journalism	6
	<hr/>
Total	21

All students taking a minor in journalism are expected to do practical work on the Shepherd College publications.

101. **Introduction to Journalism.** Credit, three hours. This is a general course designed to acquaint the student with the functions, aims, and effectiveness of the various agencies of mass communications, such as newspapers, radio and television, and magazines. The opportunities and duties of persons employed in mass communications are outlined.
204. **News Writing.** Credit, three hours. The principles of finding and shaping news material, the building of news story and news style, and actual practice in news writing are the major points of emphasis in the course.
206. **Editing and Make-Up.** Credit, three hours. The concentration is on the fundamentals of editing, including rewriting, copyreading, headlining, proofreading, page make-up, and layout. The course will include practical work on the student publications.
301. **High School Journalism.** Credit, two hours. This course is designed to train high school teachers in the methods of directing high school publications. A study of editorial, news writing, feature writing, advertising and circulation problems of high school publications is made. First semester.
305. **News Story Types.** Credit, three hours. Various news story types, such as personal, society, speech, interview, accident and disaster, illness, death, crime, political, weather and special occasion stories will be studied. The major emphasis will be on writing.
306. **Feature and Editorial Writing.** Credit, three hours. Half the course will be a study of the writing and marketing of the feature story or article. The other half will be spent in studying the purpose, value, and content of the editorial.
310. **Propaganda and Public Opinion.** Credit, three hours. The student will study the social and psychological effects of propaganda, as well as methods of shaping news and news styles towards a reader's interest. Propaganda will be analyzed, and a study will be made of the ethics of newspaper propaganda and the newspaper as a social force.
311. **Newspaper Advertising.** Credit, three hours. Concentration will be upon advertising methods currently in use by newspapers. Emphasis will be placed upon the techniques of preparing advertising for the newspaper page, including product research and customer relations. The student

will work one-half day a week in the advertising department of a local daily newspaper, have weekly conferences with the professor, and pursue assignments of the course through use of a text and library books and periodicals. Prerequisite: Consent of the instructor. On demand.

327. **Radio Programming.** Credit, three hours. (See Speech 327).
 334. **Background of the News.** Credit, three hours. (See Political Science 334.)
 370. **Principles of Advertising.** Credit, three hours. (See Business Administration 370.)

LIBRARY SCIENCE

The library science curriculum is designed to prepare students for effective school library work.

The program is based on the following specific objectives:

1. To train college students in all phases of library use.
2. To train school librarians and teacher-librarians for service in elementary, junior, and senior high schools.
3. To provide future teachers an opportunity to acquire library skills which will enable them to direct pupils in the effective use of school libraries.
4. To provide a foundation for graduate study in the field of librarianship.

Students entering the library science program must maintain an average of "C" but if planning to enter graduate school of library science a minimum of 2.5 will be necessary.

Students wishing to do graduate work in library science should plan their courses so as to obtain a background of general knowledge. Electives should be selected in the areas of social studies, English, economics, sociology, political science, psychology, education, accounting, speech, business education, modern foreign languages (French or German). The ability to type is a necessity.

Student teaching will be done in the student's first field in order to give the prospective librarian not only the teacher's viewpoint but also certification in that field.

Academic specialization for a teacher librarian in a school organized departmentally in grades 5 through 9 must include the following courses: Backgrounds of Literature, Use of the Library and Library Materials, Book Selection, Library Organization and Administration, Audio-Visual Aids, Cataloging and Classification and Library Practice.

Curriculum for a Minor or Teaching Field in Library Science

Required courses	26 hours
Backgrounds of Literature (Children's Literature) 202	3 hours
Use of the Library and Library Materials 217	2 hours
Repair and Binding of Books and Periodicals 220	1 hour
Book Selection 304	4 hours
Audio-Visual Aids 305	3 hours
Reference and Bibliography 306	3 hours
Cataloging and Classification 316	4 hours
Library Practice 318	3 hours
Library Organization and Administration 327	3 hours

202. **Backgrounds of Literature.** (See Literature).

217. **Use of Library and Library Materials.** Credit, two hours. A course to acquaint students with the resources of the library, arrangement of the library, use of the card catalog, various indexing services, dictionaries, encyclopedias, and other reference books. It is also designed to help the teacher make use of the library in the arrangement of everyday assignments. A prerequisite for students in library science to all other courses. First semester.
220. **Repair and Binding of Books and Periodicals.** Credit, one hour. Intended to give the student knowledge of the care, repair, and binding of printed materials and technical construction of the book. On demand.
304. **Book Selection.** Credit, four hours. Book selection is a survey of books and non-book materials appropriate for the needs of students in the junior and senior high school. The study of the basic aids and criteria for selection and evaluation of the standard, classic, and current books. Book talks, notes, reviews and reading guidance techniques are studied and practiced. On demand.
305. **Audio-Visual Aids.** (See Education).
306. **Reference and Bibliography.** Credit, three hours. An introductory study of standard reference books with practical problems applied to reference work. Selection of basic reference books for school libraries. On demand.
316. **Cataloging and Classification.** Credit, four hours. An elementary course in classifying books according to the Dewey Decimal Classification system. Practical experience in classifying books and filing. An introduction to the techniques of cataloging. A miniature catalog is constructed. Also includes use of the printed cards and the adaptation to the use in the card catalog. Consent of the instructor. On demand.
318. **Library Practice.** Credit, three hours. One hundred hours of practice work in an elementary or high school library. Offered each term, may be taken upon the completion of these library science courses: 217, 304, 306, 316, 327, and English 202, in which a C grade or above has been made in each course.
327. **Library Organization and Administration.** Credit, three hours. This course consists of planning and organizing a school library, together with technical and mechanical processes involved. Attention is given to schedules, routines, library housing, student assistants, equipment and budgeting. Consent of the instructor. On demand.

MODERN LANGUAGES

Purposes: To introduce the student to the language, literature, and culture of France and Germany.

Curriculum for a Minor in French

Total hours required for a minor	21
Required courses, 6 hours:	
Elementary French 101, 102	6
Electives, 15 hours:	
Intermediate French 203	3
Intermediate French 204	3
Survey of French Literature 303	3
Survey of French Literature 304	3
Phonetics and Oral French 402	3
Advanced French Conversation 403	3
French Civilization and Culture 404	3

Two semester hours may be deducted for each high school unit—maximum deduction, 6 hours.

101. **Elementary French.** Credit, three hours. The study of grammar, pronunciation, composition, and graded readings in modern French prose, conversation. First semester.
102. **Elementary French.** Credit, three hours. A continuation of French 101. An extensive study of regular and irregular verbs, idioms, and the reading of French short stories. Prerequisite: French 101. Second semester.
203. **Intermediate French.** Credit, three hours. Reviews of French grammar, verbs, and idioms; readings and short compositions based on these readings. Prerequisites: French 101 and 102. First semester.
204. **Intermediate French.** Credit, three hours. A continuation of French 203. Grammar review is supplemented with reading of easy prose selections or short stories. Prerequisites: French 101, 102, and 203. Second semester.
303. **Survey of French Literature.** Credit, three hours. The chief periods, authors, and works of French literature from the Serments de Strasbourg to 1700. Prerequisites: French 101, 102, and consent of instructor. First semester.
304. **Survey of French Literature.** Credit, three hours. A continuation of French 303 with a stress on the major writers and literary movements from 1700 to the present day. Prerequisites: French 101, 102, and consent of instructor. Second semester.
401. **Advanced Grammar and Composition.** Credit, three hours. An analytical study of the essential modern French forms of expression. Much emphasis is put on French syntax and its usage. The techniques of the best French writers are examined. Many themes on various topics have to be written. Prerequisites: French 101, 102, 203 and 204.
402. **Phonetics and Oral French.** Credit, three hours. The pronunciation of French vowels, diphthongs, consonants, words and word groups. Selections of prose and poetry are read to perfect articulation and intonation. Prerequisites: French 101, 102, 203, and 204.
403. **Advanced French Conversation.** Credit, three hours. Organized practice in oral French. Intensive study of idiomatic expressions. Oral reports on everyday topics and on selected readings. Laboratory work. Prerequisites: French 101, 102, 203 and 204.
404. **French Civilization and Culture.** Credit, three hours. The formation of the French nationality. The geography, architecture, literature, art, music, science, education, and political administration of France. Prerequisites: French 101, 102 and consent of instructor.

German

101. **Elementary German.** Credit, three hours. Pronunciation of German, study of grammar and vocabulary, and exercises in writing, reading, and speaking the language. First semester.
102. **Elementary German.** Credit, three hours. Continuation of German 101. Extensive practice in reading, writing, and accurate translation. Prerequisite: German 101. Second semester.
203. **Intermediate German.** Credit, three hours. Review of grammar, idioms, strong and irregular verbs. Reading and translation of German prose. Prerequisites: German 101 and 102. First semester.
204. **Intermediate German.** Credit, three hours. Continuation of German 203 with emphasis on written German and translation. Prerequisites: German 101, 102 and 203. Second semester.

303. **Selections of German Literature.** Credit, three hours. Readings from the works of representative German writers.



Shepherd students have modern Language Laboratory Available.

PHILOSOPHY AND RELIGION

Philosophy

Purposes: To aid students in thinking critically, and to introduce them to major problems in philosophy through a study of the history and development of philosophical thought.

Religion

Purposes: To present studies in religion, primarily in the Judaeo-Christian tradition, which will aid students in understanding how religion has affected the history of the world and how it affects and reflects their own cultural milieu.

Curricula for a Minor in Philosophy and Religion

Total hours required for a minor	17
Program P—Philosophy Emphasis:	
Courses in Philosophy	12
Elective Courses in Religion (May include Philosophy of Religion)	5
Program R—Religion Emphasis:	
Courses in Religion	9
Philosophy of Religion	3
Elective Courses in Religion	5

Courses in Philosophy

101. **Introduction to Philosophy.** Credit, three hours. This course involves an introductory consideration of language, meaning, and inference; of knowledge, truth, and certainty; of types (schools) of philosophy; of arguments for the existence of God; and of values.
210. **Social Philosophy.** Credit, three hours. Analysis of theories of the nature of man, social institutions, social ethics, social purposes, patterns of relationship, and the problem of freedom and regulation.
304. **Philosophy of Religion.** Credit, three hours. In this course, an analysis will be made of certain elements of religious thought. Problems of religious language, knowledge and faith, the existence of God, and evil will be examined from various religious perspectives.
305. **History of Philosophy.** Credit, three hours. Survey of the major movements in philosophy from ancient Greece to the twentieth century.
306. **Twentieth-Century Philosophy.** Credit, three hours. Emphasis on pragmatism, existentialism, and analytic philosophy.
315. **Ethics.** Credit, three hours. Problems of choice within the context of society as considered by representatives of various philosophical and Christian traditions.

Courses in Religion

303. **History of Christianity to 1525.** Credit, three hours. The history of Christianity from New Testament times to the Reformation will be studied. Emphasis will be on geographical spread, significant persons, philosophies, governments, and theological concerns.
- 308a. **Old Testament.** Credit, three hours. In this survey of the Old Testament, concentration will be on the history of the Hebrew covenant-community of people, their understanding of life in relation to God, and the literary forms in which they expressed this understanding.

- 308b. **New Testament.** Credit, three hours. The life and teachings of Jesus as described in the Gospels, the writings of Paul, and the contents of other New Testament books will be studied along with certain critical questions regarding authorship and interpretation of New Testament material.
318. **Religion in American Culture.** Credit, three hours. Study of development of religious groups in the United States since colonial times; consideration of religious typologies; analysis of the interrelationships of religion and culture, with emphasis on religion in relationship to social change.
320. **Religions of the World.** Credit, three hours. This survey examines the history and teachings of Hinduism, Buddhism, Islam, Judaism, and Christianity.
325. **Great Religious Books.** Credit, two hours. Selections from the Old Testament and New Testament, from St. Augustine and Luther, along with works by more recent Roman Catholic, Jewish, and Protestant writers will be read and discussed.

Related courses:

308. **Bible as Literature.** (See Literature.)

SPEECH, DRAMA, BROADCASTING

Purposes: To provide an opportunity for students to develop an understanding and appreciation of speech, drama, and broadcasting as part of general education; to train students for educational and community situations; to give prospective graduate students a foundation for later study and research; to provide an opportunity for students to participate in speech, drama, and broadcasting as a recreational-cultural activity.

Curriculum for a Major in Speech and Drama and a Teaching Field in Speech

Total hours required for a major and a teaching field 33

Required courses by areas, 27 hours:

- | | |
|--|---|
| 1. Voice and Diction 200 | 3 |
| 2. Persuasive Speaking 300 or | |
| Public Speaking 315 | 3 |
| Discussion: Principles and Types 319 | 3 |
| Argumentation and Debate 320 | 3 |
| 3. Oral Interpretation of Literature 323 | 3 |
| 4. Elements of Dramatic Production 204 | 3 |
| Play Direction 309 or | |
| Direction 311 | 3 |
| History of the Theatre 341 | 3 |
| 5. Speech Correction 330 | 3 |

Electives, 6 hours:

- | | |
|--|---|
| 6. A. Drama— one course from the following. | |
| Play Acting 203 | 3 |
| Theatre Practice 208 | 3 |
| Stagecraft and Scene Design 246 | 3 |
| Acting 312 | 3 |
| B. Broadcasting— one course from the following: | |
| Introduction to Broadcasting 211 | 3 |
| Radio Announcing 213 | 3 |
| Radio and Television Programming 327 | 3 |
| Educational Broadcasting 329 | 3 |

Curriculum for a Teaching Field in Speech Grades 5 Through 9

Total hours required for a teaching field 18

Required courses, 18 hours:

Voice and Diction 200	3
Elements of Dramatic Production 204	3
Play Direction 309 or	
Direction 311	3
Public Speaking 315 or	
Persuasive Speaking 300 or	
Discussion: Principles and Types 319	3
Oral Interpretation of Literature 323	3
Speech Correction 330	3

Curriculum for a Minor in Speech and Drama

Total hours required for a minor 24

Required courses, 18 hours:

Voice and Diction 200	3
Elements of Dramatic Production 204	3
Persuasive Speaking 300 or	
Public Speaking 315 or	
Discussion: Principles and Types 319	3
Play Direction 309 or	
Direction 311	3
Oral Interpretation of Literature 323	3
Speech Correction 330	3

Electives, 6 hours:

Three hours selected from speech or drama courses and three hours selected from broadcasting. Electives to be approved by major professor.

Curriculum for a Minor in Mass Communication

Total hours required for a minor 24

Required courses, 18 hours:

Introduction to Broadcasting 211	3
Radio Announcing 213	3
Radio Production 310a, 310b, Broadcasting 313a, 313b (select three)	3
Radio and Television Programming 327 or	
Educational Broadcasting 329	3
Introduction to Journalism 101	3
News Writing 204 or	
Editing and Make-up 206	3

Electives, 6 hours:

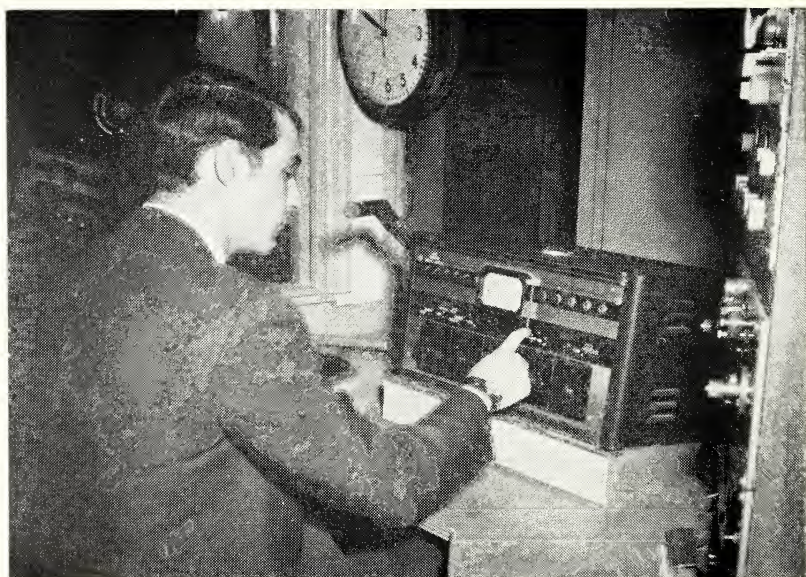
Play Direction 309 or	
Direction 311 or	
Acting 203 or Acting 312	3
Discussion 319 or	
Propaganda and Public Opinion 310	3

200. **Voice and Diction.** Credit, three hours. This course employs phonetics, exercises in reading poetry, prose, drama, and tape recordings to improve diction, voice quality, reading and speaking ability.

202. **Fundamentals of Speech.** Credit, three hours. A course in preparation and delivery of speeches. Designed to develop assurance in public appearance, and give practice in organization and presentation of material to fit specific audiences and various occasions. This course includes training in voice, enunciation, and pronunciation. Prerequisite: English 101. First and second semesters.

203. **Play Acting.** Credit, three hours. Basic principles in acting stressed. Practice in acting and group rehearsal correlated with college theatre productions.
204. **Elements of Dramatic Production.** Credit, three hours. Staging, scene design, lighting, make-up, costume, play and cast selection, acting direction and theatre management.
208. **Theatre Practice.** Credit, three hours. A detailed study of lighting techniques and practices, stagecraft, make-up and costuming. Practical experience is gained by working with college theatre productions.
211. **Introduction to Broadcasting.** Credit, three hours. Survey of television and radio, including history, legal aspects, programming and audience measurement, advertising and finance, network and local station operations.
213. **Radio Announcing.** Credit, three hours. Includes theory and practice of news reading and general announcing, as well as preparations of announcements. Students use college broadcasting facilities and participate in college productions.
246. **Stagecraft and Scene Design.** Credit, three hours. A study of the technical elements in play production. Scene design, scene construction, scene painting and staging are the areas stressed. Practical experience is gained by working with college theatre productions.
300. **Persuasive Speaking.** Credit, three hours. Techniques of persuasion in all forms of oral communications are analyzed. Logic, reasoning, fallacy, evidence, propaganda, proof, statistics, and refutation are specific matters discussed. Prerequisite: Speech 202.
309. **Play Direction.** Credit, three hours. Theory of stage direction and a survey of practical phases of production. Each student is required to prepare a complete production script of a one-act play for presentation in the college theatre.
- 310a, 310b. **Radio Production.** Credit, one hour. Direct experience in the production of college programs. Assignments adjusted to student's interests and needs.
311. **Direction.** Credit, three hours. Further practice and experience in play directing. Each student is required to prepare a complete production script of a one-act play for presentation in assembly or evening performance.
312. **Acting.** Credit, three hours. Practice and experience in creating and sustaining roles in plays of various types, styles, and periods. Credit for acting in departmental productions. Prerequisites: Drama 203, or with consent of instructor.
- 313a, 313b. **Broadcasting Laboratory.** Credit, one hour. Supervised participation in college programs.
315. **Public Speaking.** Credit, three hours. A course designed to further develop the areas of fundamentals of public speaking. Emphasis placed on organization and presentation of materials. Prerequisite: Speech 202.
319. **Discussion: Principles and Types.** Credit, three hours. Theory and techniques of group decision-making. Course includes study of group interaction, principles of leadership, setting goals, preparing the agenda, parliamentary procedure, and methods of evaluation. Prerequisite: Speech 202.

320. **Argumentation and Debate.** Credit, three hours. A study of logic and reasoning as they apply to argumentation and debate. Also a study of debate forms and techniques. Prerequisite: Speech 202 or with consent of instructor.
- 321a, 321b, 321c, 321d. **Intercollegiate Debate.** Credit, one hour for each semester of active participation in the intercollegiate debate program. Students may enroll in each course (a, b, c, d) only once for a total of four hours credit. Prerequisites: Speech 202, and with the consent of the instructor.
323. **Oral Interpretation of Literature.** Credit, three hours. Study in the theory and practice of deriving the meaning from prose, poetry, and drama, and expressing these works effectively. Prerequisite: Speech 202.
327. **Radio and Television Programming.** Credit, three hours. Course combines instruction in program types with radio production assignments.
329. **Educational Broadcasting.** Credit, three hours. Course includes instruction in techniques and philosophy of educational television and radio, and consideration of educational programs produced for public schools, colleges, and the general public. Students participate in the production of educational programs.
330. **Speech Correction.** Credit, three hours. An introduction to the study of speech disorders, elementary and fundamental diagnosis and rehabilitation of persons with defective speech. Prerequisites: Speech 200 and 202.
341. **History of the Theatre.** Credit, three hours. The development of the theatre with special attention to period theatres and theatrical styles which influence modern stage presentations.
415. **Independent Study in Speech and Drama.** Credit, one to three hours. Designed for those students interested in speech and drama who desire to do independent study in some special field. See Independent Study Program. Prerequisite: six hours of advanced work in speech or drama. First and second semester.



Broadcasting

DIVISION OF SCIENCE AND MATHEMATICS

Prof. Harris, **Chairman**, Dr. Atherton, Dr. Bell, Mr. Carper,
Dr. Diehl, Mrs. Hoffman, Mr. Kelso, Dr. Latterell, Mr. Mason,
Mr. Mehrkam, Dr. Putz, Mr. Rauch, Mr. Saab,
Dr. Schmidt, Dr. Smith, Dr. Volker, Mr. Woodward, Dr. Landolt

BIOLOGY

Purpose: The courses in biology are intended to acquaint the student with the living world around him and with the fundamental life processes; to demonstrate scientific methods of approach to problem solutions; to cultivate an attitude of inquiry and research; to develop laboratory skills in various types of work in botany, zoology, and related fields; to train students as teachers of biology; and to give pre-professional training in such fields as medicine, chemistry, and other related fields.

Curriculum for Biology and General Science Teaching Field (Comprehensive) Grades 7 Through 12

Hours required for Biological, General Science	50
Hours required in Biological Science	28

Required Courses in Biological Science:

General Botany 208 or equivalent	4
General Zoology 209 or equivalent	4
Comparative Anatomy 332	4
Plant Taxonomy 321	3
Plant Anatomy 300 or Plant Pathology 310 (if both are chosen one elective below will be satisfied)	3
Histology 401 or Embryology 406 (if both are chosen one elective below will be satisfied)	4

Electives, 6 hours from courses listed below:

Ornithology 301	3
Bacteriology 302	4
Entomology 303	3
Human Anatomy and Physiology 307	3
Conservation 309	3
Field Zoology 312	3
Plant Ecology 320	3
Genetics 344	3
Histological Techniques 402	3
Parasitology 404	3
Plant Physiology 410	3
Animal Physiology 412	3
Modern Biology for Teachers 400	3
Hours Required in Physical Science	22

Required courses:

General Chemistry 101 or equivalent	4
General Chemistry 102 or equivalent	4
General Physics 211	4
General Physics 212	4
Physical Geology 206, or Historical Geology 207	3
General Astronomy 105	3

Electives if desired:

Meteorology 100	3
Earth Science 305	3
Geology (not taken above)	3

Mathematics beyond General Education Mathematics to be prescribed by the Division of Science and Mathematics.

Each elective is subject to approval by the Division of Science and Mathematics; in each case the student's needs will be considered as they relate to the choice made between Biology 300 and 310 as well as the choice between Biology 401 and 406.

Curriculum for a Major in Biology

Total hours in biology required for a major 30

Required biology courses, 22 hours:

General Botany 208	4
General Zoology 209	4
Plant Taxonomy 321	3
Comparative Anatomy 332	4
Embryology 406 or Histology 401	4
Plant Pathology 310 or Plant Anatomy 300	3

Elect a minimum of eight hours from the courses listed below with at least one course from the plant sciences and one from the animal sciences. The student should consult his adviser on these courses.

Electives:

Ornithology 301	3
Bacteriology 302	4
Entomology 303	3
Field Zoology 312	3
Plant Ecology 320	3
Genetics 344	3
Histological Techniques 402	3
Parasitology 404	3
Plant Physiology 410	3
Animal Physiology 412	3

Required related courses:

General Chemistry 101	4
General Chemistry 102	4
General Physics 211	4
General Physics 212	4

Curriculum for a Minor in Biology

Total hours required for a minor 26

Required biology courses, 22 hours:

General Botany 208	4
General Zoology 209	4
Plant Taxonomy 321	3
Comparative Anatomy 332	4
Embryology 406 or Histology 401	4
Plant Pathology 310 or Plant Anatomy 300	3

Elect a minimum of four hours from courses listed. The student should consult his adviser on these courses.

Electives:

Ornithology 301	3
Bacteriology 302	4
Entomology 303	3
Field Zoology 312	3
Plant Ecology 320	3
Genetics 344	3
Histological Techniques 402	3
Parasitology 404	3
Plant Physiology 410	3
Animal Physiology 412	3

Required related courses:

General Chemistry 101	4
General Chemistry 102	4

BIOLOGY COURSES

101. **General Biological Science.** Credit, four hours. For students who will generally take no further work in Biology beyond this course and the course which follows, General Biological Science 102. The course treats generally the science of plant biology. However, a constant effort is made to relate functions considered to life generally. The inter-relationships of plant forms are emphasized. Laboratory hours are devoted to the strengthening of the material covered in the classroom. First semester and summer.
102. **General Biological Science.** Credit, four hours. This course, along with Biological Science 101, is intended for those students who will generally be taking no further work in biology. The center of this study is man. As an example, functions and structures as considered in other animals are used as a basis for an understanding of similar functions and structures in man. The course both in lecture and laboratory is based upon the premise "To understand life it is necessary to understand the cell as the functional and structural unit of the organism." Second semester and summer.
208. **General Botany.** Credit, four hours. Biology 208 and Biology 209 are the introductory biology to be taken for a biology major, minor or teaching field. General Botany considers general principles of life science as illustrated by plant life. First semester.
209. **General Zoology.** Credit, four hours. Biology 208 and 209 constitute the introductory biology to be taken for a biology major, minor, or teaching field. General Zoology considers the general principles of life science as illustrated by animal life. The structure, functions and relationships of invertebrate life are studied, then vertebrate life forms culminating in a brief survey of the anatomy and physiology of the human body. Second semester.
300. **Plant Anatomy.** Credit, three hours. A detailed laboratory study of the structural features of seed plants. Some relationships of the structures to processes, and some economic factors are considered where appropriate. The evolutionary significance of the different kinds of stele in vascular plants is considered. Morphogenesis is considered briefly. Prerequisite: Biology 208. Second semester.
301. **Ornithology.** Credit, three hours. The anatomy, physiology, behavior and taxonomy of birds will be considered in lectures, while in the field, an understanding of birds based upon sight, song, flight, nesting habits and ecology will be the approach. Prerequisite: General Biology or its equivalent. Summer, on demand.
302. **Bacteriology.** Credit, four hours. Introducing the student to the general principles and techniques of bacteriology, with attention to the micro-organisms of air, water, milk, soils, and to the relation of such organisms to health and disease in plants and animals, to domestic science, agriculture and the industries. Prerequisites: Biology 208 and Chemistry 101-102. On demand.
303. **Entomology.** Credit, three hours. A study of the morphology, physiology, and life history of the insects and related arthropods, with field collection and laboratory identification of insects. The beneficial and detrimental activities of insects are noted, with a brief consideration of culture and control methods. Prerequisite: Biology 209.
307. **Human Anatomy and Physiology.** Credit, three hours. A lecture course which familiarizes the student with the vital processes of the human organism and with the anatomical structures involved. It is designed to aid those planning to teach biology or physical education in the secondary schools. Prerequisite: Biology 209 or its equivalent. Each semester.

308. **Human Anatomy.** Credit, one hour. A laboratory course which familiarizes the student with anatomical structures of the human body and the vital processes involving them. It is designed for those who plan to teach physical education. Prerequisite: Biology 209 or its equivalent. Can only be taken concurrently with Biology 307. Not open to students who have taken or will take Biology 332. Each semester.
309. **Conservation.** Credit, three hours. A general survey course with emphasis on the broad aspects of national conservation problems and local applications of conservation measures. Night, on demand.
310. **Plant Pathology.** Credit, three hours. A study of the morphology, life history, host range, and physiology of the plant pathogenic fungi, bacteria, nematodes, and viruses, and a study of the symptoms, pathological anatomy, physiological responses, economic importance and control measures of the more important plant diseases. Prerequisite: Biology 208. First semester.
312. **Field Zoology.** Credit, three hours. A study of the vertebrate animal life of the Eastern Panhandle and associated areas. Collecting and observing field trips will enable the student to better understand the interrelationship of various forms of animal life and their plant environment. Prerequisite: Biology 209. Summers, on demand.
320. **Plant Ecology.** Credit, three hours. A study of plant distribution with the emphasis on the factors of soil, water, temperature, air, and biotic factors. The climax communities in the vegetation of North America are studied, along with the study of some typical patterns of plant succession. Application of principles are made in field and laboratory work. Prerequisites: Biology 208 and 321. On demand.
321. **Plant Taxonomy.** Credit, three hours. Field recognition and laboratory identification of the more common vascular plants of the Eastern Panhandle region. Basic principles of classification and nomenclature are noted. An herbarium collection of identified plants is prepared for future reference. Prerequisite: Biology 208. Second semester.
332. **Comparative Anatomy.** Credit, four hours. A comparative study of organs and systems of representative forms of chordates keeping in mind the evolutionary development and relationships of these forms. Time is devoted to the application of embryological development to an understanding of the adult organism. In the laboratory a detailed dissection and comparative study is made of the amphioxus, necturus, dogfish, and cat. Prerequisite: Biology 209 or equivalent. First semester.
344. **Genetics.** Credit, three hours. Basic principles of genetics illustrated by problems solving experience in interpreting pedigrees genetic ratios, chromosome mapping, and special patterns of inheritance and gene interactions are studied. The genetic principles involved in the origin of species, the chemical nature of the gene, and the biochemistry of gene action are studied. Prerequisites: Biology 208 and 209. On demand.
400. **Modern Biology for Teachers.** Credit, three hours. This course is open only to teachers and/or prospective teachers of high school biology. The course stresses those biological principles, methods, and materials essential to the presenting of a modern high school biology course.
401. **Histology.** Credit, four hours. Designed to acquaint the student with the detailed structure of animal tissues and in its broader aspects correlates the structural features with function. Prerequisite: Biology 209 and 332. Second semester.

402. **Histological Techniques.** Credit, three hours. To provide training in the techniques involved in tissue preparation for microscopic study. Experiences in preparation of both animal and plant tissue will be provided. There will also be afforded an opportunity to prepare whole amounts of unicellular plants and animals as well as some small multicellular organisms. Prerequisite: Biology 208 and 209. On demand.
404. **Parasitology.** Credit, three hours. An introductory course dealing with parasitic protozoa, worms, and arthropoda, and their relationship to diseases to man and higher animals. Prerequisite: Biology 208 and 209. On demand.
406. **Embryology.** Credit, four hours. A study of the development and structure of the germ cell, the fertilization and cleavage of the egg, the formation of the principal organs of the body, and the histologic differentiation of tissues of vertebrates. Prerequisites: Biology 209 and 332. First semester.
410. **Plant Physiology.** Credit, three hours. Designed to acquaint the student with certain fundamental physiological processes. Emphasis is placed on physiological principles and their application to the living plant. One must have a background of biology and chemistry to qualify for this course. Prerequisite: Biology 208 and Chemistry 101 and 102. On demand.
412. **Animal Physiology.** Credit, three hours. A study of the diverse ways in which different kinds of animals meet their functional requirements. One must have a background of biology and chemistry to qualify for this course. Prerequisites: Biology 208 and 209 or the equivalent and Chemistry 101 and 102 or the equivalent. On demand.
- 413, 414. **Seminar in Biology.** Credit, one hour each. Recommended for juniors and seniors pursuing at least a minor program in biology. This course emphasizes library research and oral presentation of subjects of interest and importance in the various fields of biology. Permission of biology staff. On demand.
415. **Biological Research.** Credit, one to three hours. Outstanding biology students are given an opportunity to work on some problems of a research nature. This work is done under the direction of the biology staff. An opportunity is given those who do an outstanding job to have their findings published through the West Virginia Academy of Science. Prerequisite: Biology 413 or 414. On demand.

CHEMISTRY

Purposes. The department offers a comprehensive program of courses in chemistry designed to serve those students preparing: (1) to enter the field of industrial chemistry; (2) to enter graduate school in the field of chemistry; (3) to work in related fields where chemistry is an important part of their background; (4) to teach chemistry and general science; and (5) for a non-science career where a broad educational background is needed.

Curriculum for Chemistry and General Science Teaching Field (Comprehensive) Grades 7 Through 12

Hours required for Chemistry, General Science	42
Hours required in Chemistry	20
Required courses in Chemistry: 16 hours	
General Chemistry 101, 102	8
Organic Chemistry 315, 316	8
Electives: 4 hours	
Qualitative Analysis 311	4
Quantitative Analysis 312	4

Inorganic Chemistry 301, 302	6
Advanced Quantitative Analysis 321	3
Physical Chemistry 401, 402	8
Inorganic Preparations 403	3
Advanced Organic Chemistry 405, 406	6
Elective, in addition to 4 hours required above, if desired:	
Radiochemistry 308	3
Biochemistry 319	3
Hours required in related fields:	22
Required courses in related fields:	
General Botany 208	4
General Zoology 209	4
General Physics 211, 212	8
Physical Geology 206 or	3
Historical Geology 207	3
General Astronomy 105	3
Electives, if desired:	
Earth Science 305	3
Meteorology 100	3
Geology (not taken above)	3
Conservation 309	3
Mathematics beyond General Education Mathematics to be prescribed by the Division of Science and Mathematics and to meet the needs of the individual.	

Curriculum for a Major in Chemistry

Total hours required for a major	32
Required courses:	
General Chemistry 101, 102	8
Organic Chemistry 315, 316	8
Qualitative Analysis 311	4
Quantitative Analysis 312	4
Physical Chemistry 401, 402	8
Electives:	
Inorganic Chemistry 301, 302	6
Radiochemistry 308	3
Biochemistry 319	3
Advanced Quantitative Analysis 321	3
Inorganic Preparations 403	3
Advanced Organic Chemistry 405, 406	6

Curriculum for a Minor in Chemistry

Total hours required for a minor	24
Required courses: 16 hours	
General Chemistry 101, 102	8
Organic Chemistry 315, 316	8
Electives: 8 hours	
Qualitative Analysis 311	4
Quantitative Analysis 312	4
Inorganic Chemistry 301, 302	6
Radiochemistry 308	3
Biochemistry 319	3
Advanced Quantitative Analysis 321	3
Physical Chemistry 401, 402	8
Inorganic Preparations 403	3
Advanced Organic Chemistry 405, 406	6

CHEMISTRY COURSES

- 101, 102. **General Chemistry.** Credit, four hours. A study of the fundamental laws and theories of chemistry. Atomic and molecular structures are related to the properties of the common elements and their compounds. Each year. Summer on demand.
- 103, 104. **Elementary Chemistry.** Credit, four hours. A study of the basic principles of chemistry with emphasis on the properties and reactions of naturally occurring compounds. Not for chemistry majors or minors. Each year.
- 301, 302. **Inorganic Chemistry.** Credit, three hours. The theoretical principles of chemical bonding and molecular structure on inorganic compounds. Includes chemical periodicity, coordination compounds and ligand field theory. Prerequisites: Chemistry 101 and 102. On demand.
308. **Radiochemistry.** Credit, three hours. The theories and principles underlying the nature and use of radioisotopes. Particular emphasis is given to the handling, detection and measurement and the chemical and biological applications of tracers. Prerequisite: Chemistry 101, 102. On demand.
311. **Qualitative Analysis.** Credit, four hours. The theories of mass action, chemical equilibrium and oxidation-reduction with practice in the separation and identification of the common anions and cations. Prerequisites: Chemistry 101 and 102. First semester.
312. **Quantitative Analysis.** Credit, four hours. The theory and practice of volumetric and gravimetric methods of analysis of inorganic materials. Prerequisites: Chemistry 101 and 102. Second semester.
- 315, 316. **Organic Chemistry.** Credit, four hours. The systematic study of the compounds of carbon including the nomenclature, typical reactions and synthesis of the aliphatic, alicyclic and aromatic series. Prerequisites: Chemistry 101 and 102. Each year.
319. **Biochemistry.** Credit, three hours. The chemistry of the carbohydrates, lipides, proteins, vitamins and hormones and their relationship to the metabolism of living organisms. Prerequisites: Chemistry 315 and 316. Recommended: Biology 208 and 209. On demand.
321. **Advanced Quantitative Analysis.** Credit, one to three hours. The principles and application of contemporary analytical techniques with emphasis on instrumental methods. Prerequisite: Chemistry 312. On demand.
- 401, 402. **Physical Chemistry.** Credit, four hours. A study of the principles of theoretical chemistry including thermodynamics, kinetics, quantum mechanics, electro-chemistry, spectroscopy and atomic and molecular structure. Prerequisites: Chemistry 311 and 312 or concurrent registration therein, Physics 211 and 212. Each year.
403. **Inorganic Preparations.** Credit, one to three hours. Laboratory practice in the preparation of selected inorganic compounds. Prerequisites: Chemistry 311 and 312. On demand.
- 405, 406. **Advanced Organic Chemistry.** Credit, one to three hours. An advanced organic course which may include syntheses, reactions, analyses, seminars and literature search. Prerequisites: Chemistry 315 and 316. On demand.
410. **Special Studies.** Credit, one to three hours. Studies of an investigative nature in areas of chemistry related to the student's interest. May include laboratory work, literature search and seminars. By departmental permission. On demand.

- 412, 413. **Seminar.** Credit, one hour each. Presentation and discussion of special topics in chemistry. On demand.
416. **Research in Chemistry.** Honors course. Credit, one to three hours. Outstanding students are given the opportunity to pursue a minor research problem under the guidance of the staff. For requirements, refer to "Independent Study Program" in catalog. On demand.

PHYSICS

Purpose: To promote scientific thinking; to acquaint the student with the physics of his environment, thus making him more at home in it; to prepare the student for professional schools; to supply competent teachers for the public schools; to furnish the background necessary for the success of students of the other disciplines.

Curriculum for Physics and General Science Teaching Field (Comprehensive) Grades 7 Through 12

Hours required for Physics, General Science	42
Hours required in Physics	20
Required courses in Physics:	
General Physics 211	4
General Physics 212	4
Electives:	
Photography 310	3
Mechanics 319	4
Heat 320	4
Light 321	4
Electricity and Magnetism 322	4
Introduction to Modern Physics 323	4
Electronics 300	4
Required related courses:	
General Botany 208 or equivalent	4
General Zoology 209 or equivalent	4
General Chemistry 101	4
General Chemistry 102	4
General Astronomy 105	3
Physical Geology 206 or Historical Geology 207	3
Electives, if desired:	
Meterology 100	3
Earth Science 305	3
Geology (not taken above)	3
Conservation 309	3

Mathematics beyond General Education Mathematics to be prescribed by Division of Science and Mathematics and to meet the needs of the individual.

Curriculum for a Minor in Physics

Required courses, 22 hours:	
General Physics 211	4
General Physics 212	4
Electives approved by Department	14

Students pursuing any physics curriculum should complete Mathematics 306 by the end of the sophomore year.

PHYSICS COURSES

211. **General Physics.** Credit, four hours. An introductory treatment of the fundamentals of mechanics, heat and sound. Three lecture-recitation periods and one double laboratory period per week. First semester.
212. **General Physics.** Credit, four hours. An introductory treatment of the fundamentals of electricity, magnetism and light. Three lecture-recitation periods and one double laboratory period per week. Prerequisite: Physics 211. Second semester.
300. **Electronics.** Credit, four hours. A development of the fundamental concepts and principles of vacuum-tube and semi-conductor theory and their application to such circuits as power supplies, amplifiers, and oscillators. Prerequisites: Physics 211 and 212, and consent of instructor. On demand.
310. **Photography.** Credit, three hours. An introductory course in photography dealing with the characteristics and uses of various types of cameras, lenses, filters, and films. Developing and printing will be done in laboratory sessions. The physics appropriate to the subject will be treated. Summer, on demand.
319. **Mechanics.** Credit, four hours. A development of the fundamental concepts and principles of mechanics, using mathematical methods. Prerequisites: Physics 211 and consent of instructor. First semester, on demand.
329. **Mechanics.** Credit, four hours. A continuation of Physics 319. Prerequisite: Physics 319. Second semester, on demand.
320. **Heat.** Credit, four hours. A development of the fundamental concepts concerning heat, the gas laws and elementary thermodynamics. Prerequisites: Physics 211 and consent of instructor. Second semester, on demand.
321. **Light.** Credit, four hours. Covers the fundamental principles of geometrical and physical optics. Work is done in optical instruments, spectrometer, interferometry and polarization. Prerequisites: Physics 212 and consent of instructor. On demand.
322. **Electricity and Magnetism.** Credit, four hours. An introduction to the theory of electricity and magnetism and to its application in practical problems. Prerequisites: Physics 212 and consent of instructor. First semester, on demand.
332. **Electricity and Magnetism.** Credit, four hours. A continuation of Physics 322. Prerequisite: Physics 322. Second semester, on demand.
323. **Introduction to Modern Physics.** Credit, four hours. An introduction to contemporary atomic physics. Particle analysis, phenomenon connected with the structure of the atom. Radioactivity and evidence for the planetary model of the atom are treated. Electron and nuclear masses and charges are also considered. Prerequisites: Physics 211 and 212 and consent of instructor. First semester, on demand.
- 401-404. **Special Projects.** Credit, one hour per semester. Experimental and theoretical research projects in specific areas of physics. Project assignment dependent upon student's ability and interest. Prospective freshmen interested in preparing for a career in teaching physics in secondary schools or for graduate school study in physics should contact the Physics Department prior to registration. Students enrolled in the comprehensive physics and general science program or enrolled as mathematics majors with a physics minor can complete 32 credit hours of physics and 21 credit hours of math which is sufficient for admittance and success in graduate school physics programs.

GENERAL SCIENCE

Purposes : To enable the student to acquire general knowledge of his physical and biological universe, to come to understand the sciences of chemistry, physics and biology as they affect his daily living and to acquire general knowledge of resources and mineral products.

Curriculum for General Science (Associate Teaching Field)

Grades 7 Through 9

Hours required for General Science 36

Required Courses:

General Botany 208 or equivalent	4
General Zoology 209 or equivalent	4
Plant Taxonomy 321 or Entomology 312	3
General Chemistry 101 or equivalent	4
General Chemistry 102 or equivalent	4
General Physics 211	4
General Physics 212	4
Physical Geology 206 or Historical Geology 207	3
General Astronomy 105	3

Electives, 3 hours:

Meteorology 100	3
Earth Science 305	3
Geology (not taken above)	3
Conservation 309	3

Those who pursue this program must select an additional field.

Curriculum for a Teaching Field with Subject Specialization in Science

Grades 5 Through 9

Hours Required 31

Required Courses:

General Biological Science 101	4
General Biological Science 102	4
General Physical Science 103	4
General Physical Science 104	4
Physical Geology 206 or Earth Science 305	3

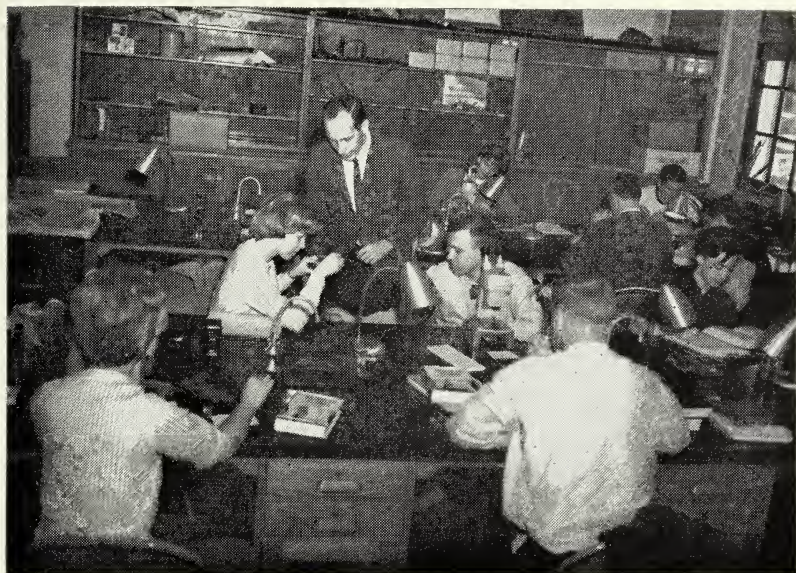
Electives, 12 hours:

Two courses from the following:

Historical Geology 207	3
General Astronomy 105	3
Meteorology 100	3

Two courses from the following:

Plant Taxonomy 321	3
Field Zoology 312	3
Entomology 303	3
Conservation 309	3



Dr. Bell Directs a Plant Taxonomy Laboratory

GENERAL SCIENCE COURSES

100. **Meteorology.** Credit, three hours. A course dealing with the physical processes involved in weather phenomena, emphasizing the gathering of pertinent data and its analysis. On demand.
101. **General Biological Science.** Credit, four hours. For students who will generally take no further work in Biology beyond this course and the course which follows, General Biological Science 102. The course treats generally the science of plant biology. However, a constant effort is made to relate functions considered to life generally. The interrelationship of plant forms is emphasized. Laboratory hours are devoted to the strengthening of the material covered in the classroom. First semester and summer.
102. **General Biological Science.** Credit, four hours. This course, along with Biological Science 101, is intended for those students who will generally be taking no further work in biology. The center of this study is man. As an example, functions and structures as considered in other animals are used as a basis for an understanding of similar functions and structures in man. The course both in lecture and laboratory is based upon the promise "To understand life it is necessary to understand the cell as the functional and structural unit of the organism." Second semester and summer.
103. **General Physical Science.** Credit, four hours. A survey course in physical science encompassing astronomy, chemistry, geology, meteorology, nuclear science and physics. The principles and applications presented are characteristic of introductory courses in the separate areas listed above. The scientific approach to problem solving and the interdependency of the areas of science are emphasized. Three lecture-recitation periods and one double laboratory period per week. First semester and summer.
104. **General Physical Science.** Credit, four hours. A continuation of General Physical Science 103. Second semester and summer.

105. **General Astronomy.** Credit, three hours. A descriptive course dealing with the physical nature of the stars, sun and planets as seen by the modern astronomer. On demand.
206. **Physical Geology.** Credit, three hours. A general study of igneous, metamorphic, and sedimentary rocks, relief, water and the more important minerals and ores. On demand.
207. **Historical Geology.** Credit, three hours. A study of the history of the earth—its changing face and structure and the changing forms of living things whose remains or traces are found in the rocks. The program of study will include several field trips. On demand.
300. **History of Science.** Credit, three hours. A general survey of the progress of science from earliest times to the present. The main scientific discoveries and theories are considered in their historical perspective. On demand.
305. **Earth Science.** Credit, three hours. A course which directs attention to the planet we live on and its place in its solar system. A study of our solar system, physical geography, geology and meteorology with emphasis on the maps of each, field observations, and applications of theory to practical situations comprise the subject matter. On demand.
309. **Conservation.** Credit, three hours. A general survey course with emphasis on the broad aspects of national conservation problems and local applications of conservation measures. On demand.
- 423-B. **The Teaching of Science in the Elementary School.** Credit, three hours.
423. **The Teaching of Science and Educational Media.** Credit, three hours. See Education 423.

MATHEMATICS

Purposes: To develop the ability of the individual to use the methods of mathematical reasoning; to furnish the mathematical tools prerequisite to success in the natural sciences and engineering; to provide a thorough understanding of the processes and purposes of mathematics together with sound training in subject matter and an appreciation of contemporary trends in classroom methods and materials for those preparing to teach mathematics in the public schools; to improve the general understanding of the basic principles necessary to mechanical and scientific development; to foster the broader and more intelligent use of quantitative data in all fields of knowledge; and to promote an appreciation of the value of the study of mathematics as a separate and independent discipline.

Curriculum for Mathematics Teaching Field (Comprehensive) Grades 7 Through 12

Hours required for Mathematics 30

Required courses:

Trigonometry 106	3
Advanced Algebra 201	3
Analytic Geometry 232	4
Differential Calculus 305	4
Integral Calculus 306	4
Introduction to Abstract Algebra 421	3
Foundations of Geometry 424	3

Electives, 6 hours:

Statistical Analysis 314	3
Topics in Modern Mathematics 405	3
Linear Algebra 407	3
Advanced Calculus 410, 411	6
History of Mathematics 414	2
Projective Geometry 425	3

Curriculum for Mathematics (Associate Teaching Field) Grades 7 Through 12

Hours required for Mathematics 18

Required courses:

Trigonometry 106	3
Advanced Algebra 201	3
Analytic Geometry 232	4
Differential Calculus 305	4
Introduction to Abstract Algebra 421	3

Elect at least one course from the following:

Integral Calculus 306	4
Number Theory 404	3
Topics in Modern Mathematics 405	3
History of Mathematics 414	2
Foundations of Geometry 424	3

Those who pursue this program must select an additional field.

Curriculum for a Teaching Field with Subject Specialization in Mathematics Grades 5 Through 9

Hours required for Mathematics 14

Required courses:

Mathematics for Elementary Teachers 300	2
Introduction to Mathematics 215	3
Advanced Algebra 201	3
Introduction to Abstract Algebra 421	3
Foundations of Geometry 424	3

Curriculum for a Major in Mathematics

Hours required in Mathematics 30

Required courses:

Trigonometry 106	3
Advanced Algebra 201	3
Analytic Geometry 232	4
Calculus 305, 306	8

Electives beyond Calculus 12

Curriculum for a Minor in Mathematics

Hours required in Mathematics 24

Required courses:

Trigonometry 106	3
Advanced Algebra 201	3
Analytic Geometry 232	4
Calculus 305, 306	8

Electives beyond Calculus 6

Choice of electives in connection with each of the above programs is subject to the approval of the adviser.

Computer Science

It is suggested that students who are particularly interested in Computer Science as a career include the following upper division mathematics courses in their degree program in mathematics:

Math 305 Differential Calculus	4 hours
Math 306 Integral Calculus	4 hours
Math 401 Differential Equations	3 hours
Math 402 Differential Equations	3 hours
Math 317 Mathematical Programing	3 hours
Math 318 Numerical Analysis	3 hours
Math 321 Theory of Probability	3 hours
Math 407 Linear Algebra	3 hours
Math 401 Advanced Calculus	3 hours
Math 411 Advanced Calculus	3 hours

MATHEMATICS COURSES

106. **Trigonometry.** Credit, three hours. A course in plane trigonometry together with selected topics from special trigonometry. Prerequisite: second year of high school algebra. First semester.
201. **Advanced Algebra.** Credit, three hours. More advanced topics in algebra, including progressions, permutations and combinations, the binomial theorem, mathematical induction of an introduction to theory of equations. Prerequisite: second year of high school algebra. First and second semesters.
202. **Slide Rule.** Credit, one hour. A course designed to acquaint students with basic operations on the standard slide rule. On demand.
211. **Mathematics of Finance.** Credit, three hours. Principles of interest and discount, annuities and insurance, amortization, bonds, and similar topics. Required for all business administration majors. First semester.
215. **Introduction to Mathematics.** Credit, three hours. A study of the structure of number systems and the operations defined on these systems. A development of the ability to analyze and use such systems. An introduction to the ideas and basic principles of some areas of mathematics: algebra, trigonometry, and analytic geometry. Required of all students other than those taking Math 201 and the courses leading up to Math 201, and this with permission of the Division of Science and Mathematics. First and second semester, and summer.
232. **Analytic Geometry.** Credit, four hours. The methods of algebra applied to the field of geometry. Introduction to the conic sections and certain transcendental curves. Certain topics in the analytic geometry of three dimensions. Prerequisite: Mathematics 106 and 201. Second semester.
300. **Mathematics for Elementary Teachers.** Credit, two hours. Relates the mathematics of the real number field to numbers in everyday use. The set theory approach to numbers is consistent throughout the course. Typical of the course are topics related to the development of the rationals and irrationals as subsets of the real number field, addition and multiplication in the real number system, union and intersection of sets and ratio and proportion. Prerequisite: Must be of junior standing. Open to elementary teachers only. First semester and summer.
305. **Differential Calculus.** Credit, four hours. Fundamental ideas and applications of different calculus. Emphasis is placed upon the correlation of calculus with physics and mechanics. A short section on the anti-differentiation of the real, rational polynomial in x is also included. Prerequisites: Mathematics 106, 201 and 232. First semester.

306. **Integral Calculus.** Credit, four hours. Continuation of Mathematics 305. An extended study of anti-differentiation and its applications. Special topics include: Indeterminate forms, computations by series, iterated integrals, and an introduction to simple homogenous differential equations. Prerequisite: Mathematics 305. Second semester.
- 310a-b. **Arithmetic Clinics.** Credit, one hour each. Offered in summer school only, on demand.
314. **Statistical Analysis.** Credit, three hours. A course for those needing an elementary knowledge of statistical methods and the interpretation of statistical data. Frequency distributions, measures of central tendency and dispersion, correlation, elementary analysis of variance, and familiar topics. The problem approach is emphasized.
317. **Mathematical Programing.** Credit, three hours. A study of the methods of computer programing, particularly FORTRAN, with an introduction to the mathematics used in computer programing to obtain numerical solutions to problems. Prerequisites; Mathematics 305 and 306.
318. **Numerical Analysis.** Credit, three hours. A study of numerical methods applied to such problems as the solutions of equations, interpolation, differentiation, integration, and solutions of differential equations. Emphasis on obtaining solutions with computer programs. Prerequisite: Mathematics 317.
321. **Theory of Probability.** Credit, three hours. An introductory course in probability theory. A somewhat formal presentation of finite sample spaces and random variables described thereon. Prerequisites: Mathematics 305 and 306. Alternate years.
- 401.-402. **Differential Equations.** Credit, three hours each semester. Methods of solving differential equations and their application in the physical and biological sciences. Both ordinary and partial differential equations are included. Prerequisites: Mathematics 305-306. Alternate years.
404. **Number Theory.** Credit, three hours. An introductory course in number theory with emphasis on the classical theorems and problems. Prerequisites: Mathematics 305 and 306. Alternate years.
405. **Topics in Modern Mathematics.** Credit, three hours. A survey course designed to acquaint advanced students with certain topics outside the traditional course in mathematics. Prerequisite: Approval of the instructor.
407. **Linear Algebra.** Credit, three hours. Vectors and analytic geometry of space. Euclidean n -space, linear transformations and matrices, bilinear and quadratic forms, and complex number field, polynomial rings, and similar topics. Prerequisite: Approval of the instructor. On demand.
410. **Advanced Calculus.** Credit, three hours. An intense study of the theory of calculus including a thorough examination of the fundamentals of elementary calculus and its extensions. Prerequisites: Mathematics 305 and 306. First semester, alternate years.
411. **Advanced Calculus.** Credit, three hours. Continuation of Mathematics 410. Further examination of the theory of calculus with special emphasis on its relationship to and effect upon other areas of mathematics. Second semester, alternate years.
414. **History of Mathematics.** Credit, two hours. Chronological and topical study of development of mathematics through the first steps in calculus. Of particular importance to mathematics teachers. On demand.

415. **Introduction to Topology.** Credit, three hours. A study of the concepts of pointset topology including topological spaces, separation properties, compactness, continuity and convergence. On demand.
417. **Vector Analysis.** Credit, three hours. Primarily designed for students of Physics, this course will provide the background to enable students to use vector techniques in their approach to problems of mechanics and electro-dynamics. The course content includes vector algebra, line vectors, vector functions in one variable, differential invariants, integral theorems, and a brief introduction to abstract vector spaces. Prerequisites: Math 305-306. First semester, alternate years.
420. **Teaching of Secondary Mathematics.** Credit, three hours. (See Education 420) On demand.
421. **Introduction to Abstract Algebra.** Credit, three hours. Provides the student with a body of facts from number theory, group theory, and formal algebra necessary to understanding and appreciation of abstract algebra. First semester, alternate years.
424. **Foundations of Geometry.** Credit, three hours. A careful axiomatic development of certain parts of elementary euclidean and non-euclidean geometry. The examination of the axiomatic method as an important pattern of thought. Alternate years.
425. **Projective Geometry.** Credit, three hours. Homogenous coordinates, higher dimensional spaces, conics, linear transformations and quadric surfaces, and similar topics. On demand.
430. **Independent Study.** Credit, one to three hours. Under certain conditions advanced students may be admitted to independent study in mathematics. See detailed requirements elsewhere in catalog. On demand.
432. **Seminar.** Credit, one hour. This course is designed for those students who plan to pursue graduate study in Mathematics. Subjects are selected in accordance with the needs and interests of students currently enrolled. Offered on demand. Admission on faculty recommendation only.

NURSING EDUCATION

Plan: The college has an affiliation with the Kings Daughters Hospital in Martinsburg, West Virginia, for the first semester of the basic nursing course whereby the students receive seventeen hours of credit for the following collegiate courses:

- 101N. **Chemistry.** Credit, three hours. This course emphasizes the fundamental laws of chemistry applied alike to inorganic and organic compounds. Time is also devoted to those phases of biochemistry which are essential to the fields of nursing and medicine.
- 210N. **Anatomy and Physiology.** Credit, five hours. In this course there is an integration with the anatomy and physiology of each system. Laboratory work supplements the text in which related experiments in physiology are performed.
- 202N. **Psychology.** Credit, two hours. Emphasis is placed upon the individual adjustment to new and changing environment as well as methods of study, learning, and motivation.
- 203N. **Nutrition and Cookery.** Credit, two hours. This course is planned to give the student nurse the general information which she needs relative to normal nutrition and to the care and preparation of food.

- 207N. **Sociology.** Credit, two hours. The focus is upon the patient as a member of his society with special concern for those elements of social interactions which contribute to his being a patient.
- 310N. **Microbiology.** Credit, three hours. Through the use of lecture, laboratory and discussion, the student gains a general knowledge of micro-organisms and their relation to health and disease and is taught the practical application of the principles of microbiology.

MEDICAL TECHNOLOGY

421. **Medical Technology I.** Credit, eight hours. Medical Technology I introduces the student to the clinical chemistry laboratory. Here, the student is provided the training necessary for him to become proficient in performing the chemical analyses of blood, urine, etc. Registration for this course must occur during registration for the summer terms.
422. **Medical Technology II.** Credit, fourteen hours. This course incorporates clinical physiology, clinical hematology, blood-banking, and genetics into a one semester block of work. Most of the student's time is spent in the clinical laboratory and on the hospital ward where he learns those procedures and tests common to this phase of medical technology. The student must register for this course during the regular fall registration.
423. **Medical Technology III.** Credit, fifteen hours. Medical Technology III represents the student's final semester of work. During this time he is introduced to clinical microbiology, serology, histological techniques, cytology, statistics and laboratory management. Students must register for this course during the regular spring registration period.

Note: The curriculum for the first three years may be found on page 61.

DIVISION OF SOCIAL SCIENCES

Dr. Bushong, Chairman, Mrs. Frescoln, Mr. Micelle,
Mr. Morrison, Mr. Rhee, Mr. Sherrard, Mr. Smeltzer, Dr. Stealey,
Mrs. Venables, Dr. Ward, and Dr. Willgoos.

GEOGRAPHY

Purpose: To gain a better understanding and appreciation of the world in which we live.

Curriculum for a Minor in Geography

Total hours required for a minor 24

Required courses, 21 hours:

Principles of World Geography 101	3
Physical Geography 201	3
World Economic Geography 301	3
World Political Geography 302	3
Geography of Europe 401	3
Geography of North America 402	3
Geography of Asia and Africa 406	3
Electives, 3 hours (selected with consent of the adviser).	

101. **Principles of World Geography.** Credit, three hours. A topical survey of the regions and nations of the world. First and second semesters.
201. **Physical Geography.** Credit, three hours. A course to present landforms to non-specialists. First semester.

301. **World Economic Geography.** Credit, three hours. A study of products of regions and world trade in foods, metals, and manufactured products. Second semester.
302. **World Political Geography.** Credit, three hours. Examination of the mutual relationships between the earth and the state in various type countries. First semester.
401. **Geography of Europe.** Credit, three hours. Geographic analysis of physical and human resources of Europe. First semester.
402. **Geography of North America.** Credit, three hours. Geographic analysis of physical and human resources of North America. First semester.
403. **Geography of the Union of Soviet Socialist Republics.** Credit, three hours. A regional and topical analysis of the Soviet Union. On demand.
406. **Geography of Asia and Africa.** Credit, three hours. Geographic analysis of physical and human resources of Asia and Africa. Second semester.

HISTORY

Purposes: To give some idea of how the civilizations of the world developed and to produce intelligent and responsible citizens.

Curriculum for a Major in History

Total hours required for a major 30

Required courses, 18 hours:

American History 201 and 202	6
American Federal Government 101	3
Modern European History 333	3
American History since 1900—312 or World History 404	3
History of Russia 412 or the Far East 420	3

Electives, 12 hours from the following:

The American Civil War and Reconstruction 304	3
History of the Lower Shenandoah Valley 305	3
Economic History of the United States 311	3
Ancient Civilization 331	3
Medieval History 332	3
Europe 1500-1815 334	3
Constitutional Law 401	3
Diplomatic History of the United States 402	3
History of the American Negro 405	3
History of England to 1660 407	3
History of England since 1660 408	3
American Colonial History 410	3
Latin American History 411	3

Curriculum for a Minor in History

Total hours required for a minor 24

Required courses, 18 hours:

American History 201 and 202	6
American Federal Government 101	3
Modern European History 333	3
American History since 1900 312 or World History 404	3
History of Russia 412 or Far East 420	3

Electives, 6 hours (selected from upper division courses in history)

Curriculum for Teaching Field in Social Studies (Comprehensive) Grades 7 Through 12

Required semester hours	48
History	24
History of Civilization 101 and 102	6
American History 201 and 202	6
American History since 1900 312	3
Modern European History 333	3
History of Russia 412 or The Far East 420	3
Electives (from upper division History courses)	3
Government 101 and 102	6
Sociology 203 and 205	6
Economics 205 and 206	6
Geography 101 and 301	6
Total	48

Curriculum for Teaching Field in Social Studies Grades 5 Through 9

Required semester hours	27
History	15
History of Civilization 101 and 102	6
American History 201 and 202	6
West Virginia History, Geography and Government 209	3
Government 101 American Federal Government	3
Sociology 203 General Sociology	3
Economics 205 Principles of Economics	3
Geography 101 Principles of World Geography	3
Total	27

101. **History of Civilization.** Credit, three hours. A survey of civilization with emphasis upon the development of western culture. It begins with prehistoric man and continues to the middle of the Seventeenth century. First semester.
102. **History of Civilization.** Credit, three hours. Contemporary civilization and its world background with continuing emphasis on western culture. A continuation of 101 which includes the present. Second semester.
201. **Early American History.** Credit, three hours. American history and the development of democracy 1492 to 1865. First semester.
202. **Later American History.** Credit, three hours. American history from 1865 to the present. Emphasis is placed upon the aftermath of Reconstruction and the new social, political, and economic issues as they bear upon the history of the present. Second semester.
209. **West Virginia History, Geography and Government.** Credit, three hours. The Westward expansion across the mountains, the conflict between the Atlantic seaboard area and the West, the attainment of statehood, and present problems of the state. It includes a study of the rivers, mountains, transportation, industries, and economic problems. First or second semester.
304. **The American Civil War and Reconstruction.** Credit, three hours. A study of the events leading up to the Civil War, the war itself, and the immediate aftermath. The emphasis in the course is placed on the period between 1860 and 1865. Prerequisite: History 201 or its equivalent. On demand.

305. **History of the Lower Shenandoah Valley.** Credit, three hours. This course seeks to capitalize upon Shepherd's location in a rich historical section. The Potomac Valley is also included. A study is made of local and regional history from the early settlements to the present. Field trips are made to nearby historical places. On demand.
311. **Economic History of the United States.** Credit, three hours. Economic growth and development of the United States. On demand.
312. **American History since 1900.** Credit, three hours. Begins with the problems of the Theodore Roosevelt administration and continues to the present. Prerequisite: History 202 or its equivalent. First semester.
331. **Ancient Civilization.** Credit, three hours. Primitive customs and thought, ancient civilizations, Greek Art and philosophy, the Roman empire, barbarian invasions, and contributions of early peoples. Prerequisite: History 101 or its equivalent. On demand.
332. **Medieval History.** Credit, three hours. Early development of the church, Moslem expansion, feudalism, the Crusades, the Renaissance, the Reformation, wars of religion, and nationalism. Prerequisite: History 101 or its equivalent. On demand.
333. **Modern European History.** Credit, three hours. The political, economic, and intellectual achievements of Europe from the early nineteenth century to the present, with considerable emphasis on current national and international problems. Prerequisite: History 102 or its equivalent. First or second semester.
334. **Europe, 1500-1815.** Credit, three hours. Rise of the modern nations and their expansion overseas from the Reformation to the fall of Napoleon Bonaparte. On demand.
402. **Diplomatic History of the United States.** Credit, three hours. A survey of the development of the foreign policy of the United States from colonial times to the present. On demand.
404. **World History since 1914.** Credit, three hours. Begins with World War I and continues to the present. On demand.
405. **History of the American Negro.** Credit, three hours. This course will be an examination of the African and West Indian background of slave trade; the institution of slavery in ante-bellum United States; the effects of Civil War and reconstruction; the pursuit of self-help and democracy and repression; and the black renaissance and revolution. Attention will be devoted to historical development of the Negro in American cultures other than the United States. Prerequisites: History 201 and 202 or their equivalent.
407. **History of England to 1660.** Credit, three hours. A survey of British civilization from the Roman conquest to the Restoration with emphasis on the political economic, social, and cultural developments. First semester.
408. **History of England since 1660.** Credit, three hours. A survey of British civilization from the Restoration to the present, continuing the political, economic, social, and cultural developments with emphasis on Britain's emerging role in world affairs. Second semester.
410. **American Colonial History.** Credit, three hours. A political, economic, and social study of American history from the first settlements up to the adoption of the Federal Constitution. Prerequisite: History 201 or its equivalent. On demand.
411. **Latin American History.** Credit, three hours. The colonial period, the independence movement, rise of national states, national and international developments to the present. On demand.

412. **History of Russia.** Credit, three hours. A study of Russia and its expansion from the Muscovite principality to the empire of the 20th Century. Special emphasis is placed on the internal, political, social, economic, and cultural development since 1917, and the international relations of the Soviet Union today. On demand.
413. **Techniques of Research.** Credit, three hours. An opportunity for independent study and preparation for graduate work. Included are methodology, historiography, and extensive work with source materials. This course is recommended for both history and political science majors. On demand.
420. **History of the Far East.** Credit, three hours. Historical interpretation of the role of Eastern Asia with attention to the rise of Japanese and Chinese nationalism, Western imperialism, the World Wars, and the post-war era. On demand.
421. **Study Tour of Europe.** Credit, six hours. A field trip which includes most of the countries of Western Europe: Holland, Belgium, France, Italy, Switzerland, Germany, England, and others when possible. Summer session. On demand.
422. **Round-the-World Tour.** Credit, six hours. Summer session. On demand.
423. **Latin American Tour.** Credit, three hours. Summer session. On demand.

POLITICAL SCIENCE

Purposes: To develop an understanding of the privileges and responsibilities of citizenship, and of the structure and operation of governments. Particular emphasis is placed on the impact of recent scientific developments on our political, social, and economic institutions. Special attention is given to the preparation of students for careers in law, the foreign service, graduate work and research, and for all aspects of government employment.

The Department of Political Science is fortunate in that the national capital is less than a two-hour drive from the college. In this connection considerable time and effort have been devoted to the organization of programs which will provide students with practical, first-hand training, and with numerous opportunities to visit Washington, in order to observe the federal government in operation.

Curriculum for a Major in Political Science

Total hours required for a major 30

Required courses, 27 hours:

American Federal Government 101	3
State and Local Government 102	3
Public Administration 201	3
Political Parties 310	3
Constitutional Law 401	3
International Relations 403	3
Early Political Theory 315	3
Recent and Contemporary Political Theory 316	3
Comparative Governments 325	3

Electives, 3 hours:

Government and Business 300	3
World Political Geography 302	3
Public Finance 310	3
Comparative Governments 326	3
Diplomatic History of the United States 402	3
International Organization or World Governments 404	3
International Law 407	3

Curriculum for a Minor in Political Science

Total hours required for a minor	24
Required courses, 24 hours:	
American Federal Government 101	3
State and Local Government 102	3
Public Administration 201	3
Political Parties 310	3
Early Political Theory 315	3
Recent and Contemporary Political Theory 316	3
Constitutional Law 401	3
World Government and Politics 405	3
101. American Federal Government. Credit, three hours. A study of the functions and administration of the government of the United States. First and second semester.	
102. State and Local Government. Credit, three hours. A study of the functions and administration of the government on the state and county levels. Second semester.	
201. Introduction to Public Administration. Credit, three hours. An introductory study of the development, organization, procedures, processes, and human relations factors in governmental administration. Particular emphasis will be placed on the study of administrative practices in the Federal, state, and local governments in the United States. Prerequisites: Political Science 101 and Political Science 102 or the equivalent.	
300. Government and Business. (See Business Administration.)	
302. World Political Geography. (See Geography.)	
310. Public Finance. Credit, three hours. General survey of government expenditures, sources and methods of taxation, economic effects of expenditures and taxes, and of government debt policies. First semester. Prerequisites: Economics 205, 206, and 305. (See Business Administration.)	
310. Political Parties. Credit, three hours. A study of the nature, growth, and methods of political parties, and the conduct of elections. Second semester.	
312. Business Law. Credit, three hours. (See Business Administration.)	
315. Early Political Theory. Credit, three hours. A general survey of leading theories from ancient times to the present. Includes an opportunity to study the influence of political and social ideas upon the fundamental institutions of modern societies. First semester.	
316. Recent and Contemporary Political Theory. Credit, three hours. The recent schools of political thought are presented with particular emphasis on the basic ideologies of the contemporary period. Second semester.	
325. Comparative Governments. Credit, three hours. A comparative study of modern political institutions with particular attention to European government and politics. First semester.	
326. Comparative Governments. Credit, three hours. This course will examine the governments of the Soviet Union, Communist China, and Eastern Europe. Their ideology, theory, institution, leadership, and politics and their relations with other communist countries will be emphasized. Second semester.	
401. Constitutional Law. Credit, three hours. Development of the American constitutional system and its workings. The relationship of the constitution to present political, social, and economic problems. First semester.	
402. Diplomatic History of the United States. (See History.)	

403. **International Relations.** Credit, three hours. Surveys the political relationship among states, emphasizing methods and goals of diplomacy. It also analyzes concepts like the balance of power, collective security, and the peaceful settlements of disputes. First semester.
404. **International Organization or World Governments.** Credit, three hours. Examines the theory, structure of international organization with special emphasis on the U.N. The other organizations which will be discussed include N.A.T.O., European Common Market, SEATO, OAS, and other regional organizations. Second semester.
407. **Introduction to International Law.** Credit, three hours. A survey of the nature, sources, and development of international law. Study of substantive elements through case studies will be stressed. First semester.
413. **Techniques of Research.** Credit, three hours. An opportunity for independent study and preparation for graduate work. Included are methodology, historiography, and extensive work with source materials. This course is recommended for both History and Political Science majors.

Note: On occasion it becomes necessary to alter the above order of course presentation. The student should consult with the faculty member responsible for the course to ascertain whether such alteration is contemplated and, if so, whether or not it will affect his or her schedule.

The Washington Semester

Each year students who have excelled academically and who have demonstrated leadership potential are given the opportunity to take part in a program offered jointly by Shepherd College and the American University in Washington, D. C.

Juniors and first-semester seniors of top academic standing will spend one semester in Washington doing research in federal agencies and taking part in seminars led by outstanding personalities in the area of government and politics. At the end of this semester the students return to Shepherd College to complete their education. In this way the benefits of the Washington Semester experience are not restricted to the students who go to the American University, but are shared with classmates and instructors when the students return to Shepherd College.

While in Washington the students will divide their time among four activities which constitute the program:

- A. **The Seminar.** Three times a week experts in various aspects of governmental and political activity are brought in to serve as seminar leaders for the Washington Semester group. Students are given the opportunity to question the speakers. Recent seminar leaders have included Senator Margaet Chase Smith of Maine and Justice Sherman Minton of the United States Supreme Court.
- B. **The Project.** In connection with his individual project, the student spends a great deal of his working day interviewing federal officials and studying official records. This extended period of research in an area of his choosing enables him to make the acquaintance of men who are directing activities, one of which may later become his lifework.
- C. **The Classes.** Each student will enroll for six to nine hours of credit in classes offered by American University. These classes are taught by specialists in areas such as administration, foreign relations, and public finance. At the conclusion of the semester, these credits will be transferred to Shepherd College and will be counted toward the students' degrees.
- D. **Special Activities.** The student is encouraged to take advantage of the many cultural opportunities provided by life in the nation's capital.

Students desiring to learn more about the program should consult with Mr. Michael Morrison, Director of the Washington Semester.

DEPARTMENT OF APPLIED BEHAVIORAL STUDIES

Phase Number One: Social Welfare Education and Sociology

These major objectives are to be stressed:

1. To encourage students to develop an inquiring, scientific attitude toward, and a better understanding of the social life of man, his culture, and society.
2. To prepare students for positions in social work, particularly those obtained through civil service examinations, as in government agencies, in recreational leadership, research, and other allied fields of work.
3. To assist the student in recognizing his total college experiences as cumulative, coherent, and unified by the development of the board competencies indicated for this department and for Shepherd College, and by the realization that these competencies are relevant to his further development as an individual and the fulfillment of his obligations as a responsible citizen in our democratic society.
4. To encourage and prepare students for admission to graduate schools of social work or sociology for further training.

This four year curriculum leads to the Bachelor of Science degree with a major in Social Welfare Education or a major in Sociology. Candidates for either of these degrees are required to complete a minimum of 132 semester hours.

Curriculum for a Major in Social Welfare Education or a Major in Sociology

	Social Welfare	Sociology
Total hours required for a major	64	64
Marriage Relations 300	3	
Introduction to Social Work 301	3	
The Family 303	3	3
Population and Urban Problems 307		3
Interviewing and Other Techniques of Intervention Used in Social Work 311	3	
Introduction to Juvenile Delinquency 312	3	
Child Welfare Services 313	3	
Criminology 402	3	3
Ethnic Relations 403		3
Sociology Seminar 404		3
Research Methods 405	3	3
Communication in American Society 406		3
Directed Practice in Community Agencies 407		6
Field Experience in Social Welfare Organizations 407	6	
Group Leadership and Other Social Work Methods 408	3	
Social Statistics 409	3	3
Social Theory 410	3	3
Health, Physical Education & Recreation	4	4
History of Philosophy 313	3	3
Philosophy elective	3	3
Psychology electives (300-400 courses)	6	6
Approved electives (300-400 courses)	9	15

In addition to the 64 semester hours required for a major in Social Welfare Education or a major in Sociology, as listed, the student must take the general education courses outlined in the **Shepherd College Bulletin**. This

program of general studies prescribed for all four year degrees plus six hours in General Psychology 103 and 104; three hours in State and Local Government 102; and three hours in Social Problems 205 should prepare the student for the major field of study.

Curriculum for a Minor in Sociology

Total hours required for a minor	24
Required courses, 21 hours:	
Social Problems 205	3
The Family 303	3
Population and Urban Problems 307	3
Criminology 402	3
Ethnic Relations 403	3
Sociology Seminar 404	3
Research Methods 405	3
Sociology electives (300-400 courses)	3

SOCIOLOGY COURSES

203. **General Sociology.** Credit, three hours. Origin and development of groups, and social changes. Prerequisite for all other courses in Sociology and/or Social Welfare Education. Not recommended for Freshmen. First and second semester.
205. **Social Problems.** Credit, three hours. A study of current sociological problems. First semester.
300. **Marriage Relations.** Credit, three hours. The process of marital adjustment, including the problems of dating, courtship, engagement, marriage, and planned parenthood. (Same as Home Economics 300) First and second semester.
301. **Introduction to Social Work.** Credit, three hours. The purpose of this course is to give the student a view of the field of social work. Emphasis is placed on the historical development of social welfare, social work, processes, and social welfare programs. First semester.
303. **The Family.** Credit, three hours. A short history of types of families and a study of orderly family living. Second semester.
307. **Population and Urban Problems.** Credit, three hours. A study of the theories of population, the interdependence of the peoples of the world, and population as a factor in the analysis of social problems. Second semester.
309. **Sociology of Religion.** Credit, three hours. The primary purpose of the course is to develop the internal discipline necessary to complete a seminar level course. The emphasis will be on self-reliance, both in preparation and in presentation of the material. On demand.
310. **Educational Sociology.** Credit, three hours. Stresses the contribution of sociology to education and the social processes, groups, and institutions in which, and through which, education takes place. (Same as Education 310) Second semester.
311. **Interviewing and Other Techniques of Intervention Used in Social Work.** Credit, three hours. A general introduction to the techniques, nature, and problems of interviewing as conducted by the professional social worker in various environments. Emphasis throughout is upon the human relationships involved in the professional interview and other techniques of intervention. Second semester.
312. **Introduction to Juvenile Delinquency.** Credit, three hours. Gives an overall view to the major problems involved in juvenile delinquency. Special emphasis is placed upon the individualization of the youthful offender, the nature and functions of the juvenile courts, problems of

parents, and the more effective usage of community resources. First semester.

313. **Child Welfare Services.** Credit, three hours. A general introduction to the specialized field of social work concerning the study of child welfare. The major concern is with social role enactment, and will include public and private services to dependent, neglected, delinquent, and physically, mentally, and emotionally handicapped children. Second semester.
314. **General Anthropology.** Credit, three hours. A general survey of the origins of man and the development of prehistoric cultures. On demand.
315. **Cultural Anthropology.** Credit, three hours. A study of primitive cultures with respect to range and variability of human behavior. Presented to show the continuity of social life from basic human beginnings to present-day civilization. On demand.
401. **Industrial Sociology.** Credit, three hours. Industrial, business and other work units as social systems; the sociology of human relations as a study of people in this world or work. On demand.
402. **Criminology.** Credit, three hours. An inquiry into crime causation and treatment, with complementary attention given to selected types of crime. Second semester.
403. **Ethnic Relations.** Credit, three hours. A survey of ethnic relations within American society, supplemented with illustrations from other societies. Second semester.
404. **Sociology Seminar.** Credit, three hours. This course is designed for those students who have a minor in Sociology and who expect to pursue graduate study in the field. Second semester.
405. **Research Methods.** Credit, three hours. The purpose of this course is to introduce the scientific method in sociological research. It will include the development and testing of hypotheses and will cover techniques such as observation, interviewing, and questioning. First semester.
406. **Communication in American Society.** Credit, three hours. Special emphasis is placed upon mass communications, and the structure or function of communication as the art of transmitting information, ideas, concepts, and attitudes from one person, or group, to another. On demand.
407. **Directed Practice in Community Agencies and/or Field Experience in Social Welfare Organizations.** Credit, six hours. Students are assigned on an individual basis to provide direct contact with a social welfare organization or community agency. The agency practitioners assist in supervising and evaluating the student's performance. First and second semester.
408. **Group Leadership and Other Social Work Methods.** Credit, three hours. Designed to give the student an understanding of group dynamics and skill in creating a purposeful leader-group relationship involving principles and practices in social group work, including recreation. First semester.
409. **Social Statistics.** Credit, three hours. A course for those needing an elementary knowledge of statistical methods and the interpretation of statistical data. Frequency distributions, measures of central tendency and dispersion, correlation, elementary analysis of variance, and familiar topics. The problem approach is emphasized. (Same as Mathematics 314) Second semester.
410. **Social Theory.** Credit, three hours. The nature and development of social thought from ancient times to the present is surveyed. The influence upon social conditions by the development of sociological theories is stressed. First semester.

SHEPHERD COLLEGE GRADUATES FOR 1969**BACHELOR OF ARTS**

*Michael Eugene Shade, Winchester, Virginia
Roger Lee Byers, Hedgesville, West Virginia
Marlo Jean Dunn, Martinsburg, West Virginia
Gayle Diane Esslinger, Little Neck, New York
Cheryl Anne Flagg, Martinsburg, West Virginia
John Calvin Gladhill, Middletown, Maryland
Jeffrey Cole Hedges, Martinsburg, West Virginia
Thomas Steven Kelch, Kearneysville, West Virginia
Patricia A. Landau, Kensington, Maryland
Patricia Ruth Lipps, Lanham, Maryland
Joyce Mae Lucas, Martinsburg, West Virginia
Jeffrey Joseph McNealy, Williamson, West Virginia
John Robert Orrison, Rockville, Maryland

BACHELOR OF SCIENCE

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Roger Charles Anderson, Harpers Ferry, West Virginia
Frederick J. Ash, Martinsburg, West Virginia
Karen Jean Ash, Martinsburg, West Virginia
James Brown Bachtell, Keedysville, Maryland
J. C. Barber, Jr., Mt. Storm, West Virginia
Allen H. Barr, Fisher, West Virginia
Franklin Arthur Bell, Jr., Hagerstown, Maryland
Raymond C. Bennett, Charles Town, West Virginia
Samuel Hessie Bennett, Beard, West Virginia
John Howard Breinig, Romney, West Virginia
Ronald Gilbert Brown, Silver Spring, Maryland
Walter Lee Brown, Martinsburg, West Virginia
Eston Elden Burge II, Kingwood, West Virginia
Richard D. Cain, Green Spring, West Virginia
Galen Carr, Rig, West Virginia
Randall B. Champ, Mouth of Seneca, West Virginia
Charles M. Choate, Jr., Lexington Park, Maryland
Richard Gary Cooper, Hedgesville, West Virginia
Richard Walton Crutchley, Annapolis, Maryland
Donald Ray Edmonds, Jr., Martinsburg, West Virginia
Sherry Ann Eshbach, Boyertown, Pennsylvania
Jerry Dwayne Fisher, New Creek, West Virginia
Paul David Foltz, Falling Waters, West Virginia
Sidney Lee Fries, Martinsburg, West Virginia
Charles Stephen Handzo, Shepherdstown, West Virginia
Thomas Lester Harrison, Highfield, Maryland
Ronald Charles Hettenhouser, Martinsburg, West Virginia
James Wayne Hockenberry, Martinsburg, West Virginia
Harold Vernon Iseminger, Funkstown, Maryland
Frederick William Jacobs, Martinsburg, West Virginia
Michael M. Johnson, Harpers Ferry, West Virginia
Robert P. Keesecker, Martinsburg, West Virginia
Sylvia Ann Keplinger, Martinsburg, West Virginia
Julie Odette Kilmer, Hedgesville, West Virginia
Daniel Sherwood Lent, Sharpsburg, Maryland
Vincent Edward Martina, Keyser, West Virginia
Jerald McGraw, McGraw, West Virginia
John Richard Nadenbousch, Martinsburg, West Virginia
John Melvin Newhouse, Cowen, West Virginia
George William Noll, Hedgesville, West Virginia
Brent Lee Norton, Woodbridge, Virginia
Jane E. O'Roke, Martinsburg, West Virginia

Thomas Edward Painter, Moorefield, West Virginia
 John W. Rauch III, Inwood, West Virginia
 William O. Robinson, Jr., Cowen, West Virginia
 Jackie Lee Rohrer, Sharpsburg, Maryland
 Emory Eugene Ruby, Hagerstown, Maryland
 North Edward Shockey, Martinsburg, West Virginia
 Jerry David Simmons, Brandywine, West Virginia
 Norman George Sites, Petersburg, West Virginia
 John Gordon Slonaker, Shepherdstown, West Virginia
 Kitty Ann Snyder, Martinsburg, West Virginia
 Daniel Craig Starliper, Martinsburg, West Virginia
 Maurice Harris Stein, Jr., Winchester, Virginia
 Beverly Hale Stephens, Martinsburg, West Virginia
 Jahu Camden Stumpp, Jr., Hagerstown, Maryland
 James Garfield Thompson, Boonsboro, Maryland
 Samuel Filmore Turner, Inwood, West Virginia
 Kelley Bradshaw Waldeck, Shepherdstown, West Virginia
 Richard Garrott Walker, Jr., Gaithersburg, Maryland
 Larry Longfellow Warner, Shepherdstown, West Virginia
 Wendell Edward Warner, Riverton, West Virginia
 W. Bell Watkins, Jr., Boyce, Virginia
 Mary B. Weller, Charles Town, West Virginia
 Michael Lee Welshans, Martinsburg, West Virginia
 James Calvin Whittington, Shepherdstown, West Virginia
 William Edward Yanovitch, Annapolis, Maryland
 Roger Lee Zirkle, Belington, West Virginia

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 *Kathryn Irene Dyer, Springfield, West Virginia
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 *Nelson McGill Pittinger, Frederick, Maryland
 *Janelia Lou Shipley, Shepherdstown, West Virginia
 *Cynthia Ellen Staubs, Dargan, Maryland
 *Ann Louise Wilson, Upper Marlboro, Maryland
 James John Alkire, Romney, West Virginia
 Charlotte M. Arnold, McKeesport, Maryland
 Lewis Atkins, Martinsburg, West Virginia
 Elizabeth Lee Bailey, Moorefield, West Virginia
 Stephen Lewis Baldwin, Charleston, West Virginia
 David Mitchell Bartlett, Charleston, West Virginia
 William Dexter Bender, Hawthorne, Florida
 Robert L. Bennett, Kearneysville, West Virginia
 Sharilyn Derlene Bovey, Martinsburg, West Virginia
 Gary Eugene Bowers, Brunswick, Maryland
 Jack D. Brady, Jr., Charles Town, West Virginia
 Gary Wayne Brown, Martinsburg, West Virginia
 Barbara Jean Browning, Mt. Airy, Maryland
 Sallie Ellen Browning, Baltimore, Maryland
 Joyce Hale Bullock, Baltimore, Maryland
 Kathryn Jean Burgess, New Castle, Delaware
 Beverly Joanne Burkhart, Martinsburg, West Virginia
 McArthur Lee Buzzard, Jr., Huntersville, West Virginia
 Wallace Lynn Carr, Wiley Ford, West Virginia
 Pamela Kaye Chambers, Martinsburg, West Virginia
 Charles Steward Cline III, Bunker Hill, West Virginia
 Beverly Ann Coffman, Kearneysville, West Virginia
 Charles Duane Coffman, Wiley Ford, West Virginia
 Donald Newton Cross, Shepherdstown, West Virginia
 Sandra Kay Daugherty, Bakerton, West Virginia
 Patricia Ann Davis, Baltimore, Maryland

Rickie C. Davy, Capon Bridge, West Virginia
June Rebecca Dudrow, Lime Kiln, Maryland
Walter E. Duke, Hedgesville, West Virginia
Rebecca Jane Butts Dunmire, Gerrardstown, West Virginia
Cheryl Lee Ellsworth, Struthers, Ohio
Christine Mabel Erickson, Arlington, Virginia
Albert William Fiery, Hedgesville, West Virginia
Ronald Smith Frye, Martinsburg, West Virginia
William Wilson Funk, Martinsburg, West Virginia
John Kenton Gabbert, Rockville, Maryland
David W. Gardei, Weirton, West Virginia
Larry Roger Gosnell, Martinsburg, West Virginia
James Amon Grantham, Jr., Kearneysville, West Virginia
Judy Ellen Isner Green, Hagerstown, Maryland
Sharron Marie Reid Hager, Martinsburg, West Virginia
Hedda Laverne Harrison, Harpers Ferry, West Virginia
Linda Lou Harrison, Webster Springs, West Virginia
Claire Jones Hartman, Rockville, Maryland
Richard A. Heaton, Martinsburg, West Virginia
Leilani Brenner Hedges, Martinsburg, West Virginia
Edwin F. Hoeltzel, Jr., Paeonian Springs, Virginia
Anna Marie Small Hogbin, Paw Paw, West Virginia
Cheryl Jean Hoult, Arlington, Virginia
Jack Thomas Hull, Sharpsburg, Maryland
Sharon Fulk Hylton, Martinsburg, West Virginia
Charles Steven Hyre, Circleville, West Virginia
Sharon Elaine Jackson, Millville, West Virginia
Constance A. Johnson, Inwood, West Virginia
Mary Elizabeth Johnson, Hagerstown, Maryland
Mary Jo Keller, Fisher, West Virginia
Helen Poffenberger Kline, Hagerstown, Maryland
Velva Lou Kline, Hagerstown, Maryland
John David Knode, Hagerstown, Maryland
Diana Lee Knott, Shepherdstown, West Virginia
Linda Lee Largent, Berkeley Springs, West Virginia
Harriet Lynne LeDane, Gerrardstown, West Virginia
James Harris Lipan, Weirton, West Virginia
Lynda Ann Mills, Shepherdstown, West Virginia
Janet Glover Morris, Martinsburg, West Virginia
Janice Marie Mulledy, Romney, West Virginia
James Howell Myers, Martinsburg, West Virginia
Audrey Jean Nelson, Red Creek, West Virginia
Carol Anne Noland, Harpers Ferry, West Virginia
Calvin Herman Peterson, Martinsburg, West Virginia
Pamela Link Peterson, Shenandoah Junction, West Virginia
James Joseph Pulchine, Jr., Warrenton, Virginia
Iralyn Karen Ridenour, Hagerstown, Maryland
David Bruce Rigot, Glen Burnie, Maryland
Gloria Ann Riley, Martinsburg, West Virginia
Nancy Diane Ruth, Hagerstown, Maryland
Kevin Thomas Ryan, Alexandria, Virginia
JoAnne Virginia Santucci, Hershey, Pennsylvania
Robert Allan Schneider, Winchester, Virginia
Marjorie A. Schollenberger, Laurel, Delaware
Guy W. Sharp, Paw Paw, West Virginia
Gaye Franklin Shelton, Harpers Ferry, West Virginia
Carroll W. Shepherd, Jr., Winchester, Virginia
Harriett Janine Shortley, Ellicott City, Maryland
Joann Elizabeth Smith, Cumberland, Maryland
Patricia Kaye Smith, Shepherdstown, West Virginia
Mary Regenia Snow, Ranson, West Virginia

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William Preston Spickler, Jr., Harpers Ferry, West Virginia
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Beverly Etta Wishard, Waynesboro, Pennsylvania
Deane Carson Woodring, Hagerstown, Maryland
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Barbara Ann Bergdoll, Rough Run, West Virginia
Marlene Travis Callahan, Martinsburg, West Virginia
Vera Messoro Childress, Martinsburg, West Virginia
Pamela Sue Conrad, Charles Town, West Virginia
George Heavener Day, Jr., Smithsburg, Maryland
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Linda Marie Dodson, Berkeley Springs, West Virginia
Vida L. Dorsey, Hagerstown, Maryland
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Angela Theresa Lloyd, Charles Town, West Virginia
Vickie Lynn Rankin, Annandale, Virginia
Norma Jean Rickel, Charles Town, West Virginia
Peggy Sue Sponaule, Circleville, West Virginia

*Joseph McMurran Scholar

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Garland Ott	Kathryn Dyer
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Paul Apple	Katherine Hoogland
Caroline Bateman	Frank Ramberg
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Kialeen Shriver	Linda Smith
Carol Thacher	Ann Wilson
Pamela Emswiller	Catharine Crawford
Aretha Champ	Linda Bartle
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Elizabeth Wysong	Thomas Edsall
Jane Rissler	Vicki Fuhrman
Carol Cooney	Nelson Pittinger
Judith Butler	Linda Riegle
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Guy Kuhn	Joanne Physioc
Lois Lowe	Sandra Ring
Phyllis McBee	Patricia Schneider
Margie Young	Daris Small
Rosina Holtz	Mary Frances Shipe
Sandra Vandevander	

SUMMARY OF STUDENTS 1969-70

	Men	Women	Total
I Summer 1969	175	263	438
II Summer 1969	155	208	363
TOTAL	330	471	801
Regular Term 1969-70—1st Semester			
Freshmen	357	277	634
Sophomores	151	128	279
Juniors	183	143	326
Seniors	132	130	262
Special	6	2	8
Part-time	69	129	198
GRAND TOTALS	1,228	1,280	2,508
Duplicates due to attendance in both summer sessions and regular term	152	209	361
NET TOTALS	1,076	1,071	2,147

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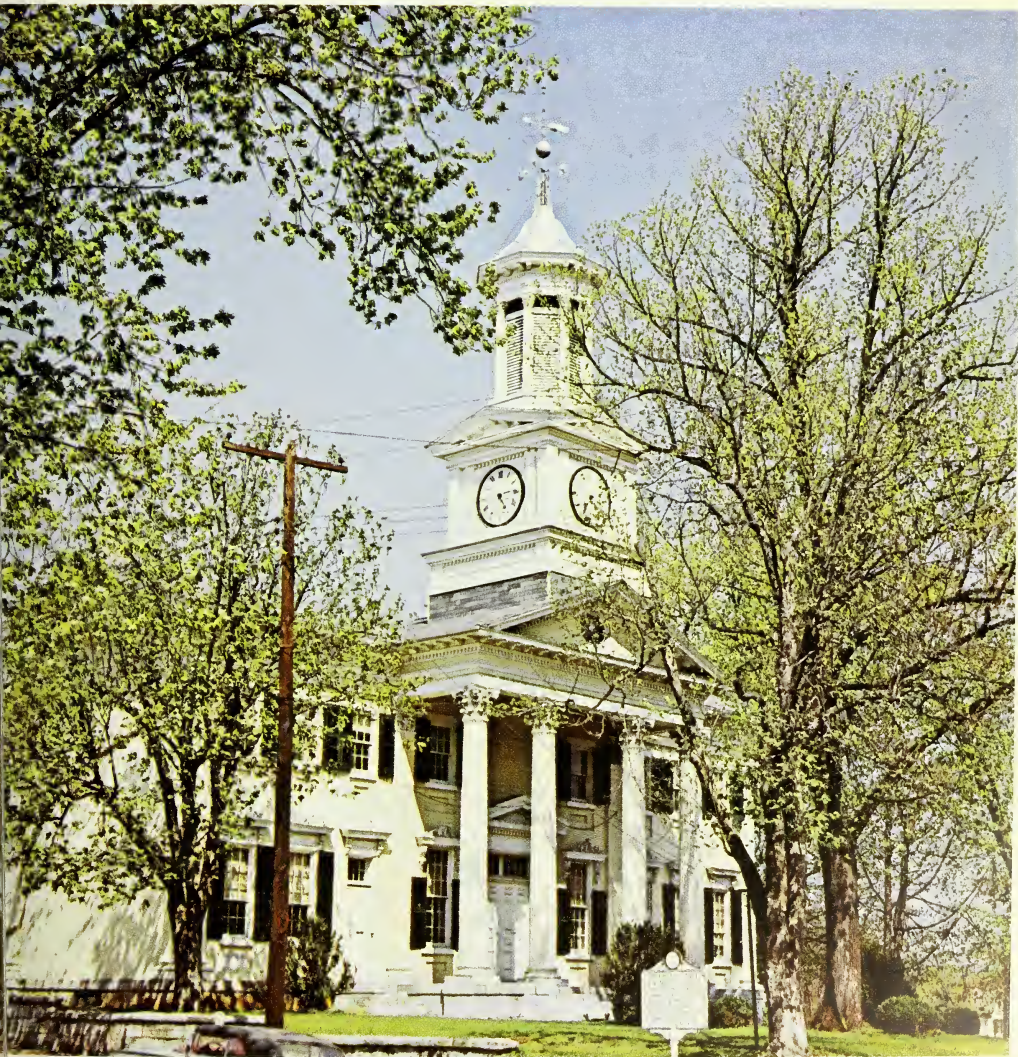
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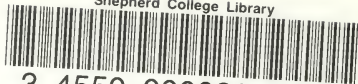


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